

**CARROLL COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES**

**August 18, 2021
Approved**

BOARD MEMBERS PRESENT

Dave Bollinger
Sherri-Le Bream
The Honorable Diane Foster
Kelly Frager, Chair
Dennis J. Hoover
Mary Kay Nevius-Maurer, Vice Chair
Dave O’Callaghan
Dr. James D. Ball, Secretary/Treasurer

COMMISSIONER LIAISON

Absent – Excused

STUDENT GOVERNMENT

Sinan Machado

STAFF PRESENT

Marianne Anderson
Rob Brown
Patricia Carroll
Dr. Kristie Crumley
Clyde Johnson
Robert Krzanowski
Dr. Rose Mince
Marsha Nusbaum
Alan Schuman
Laurie Shields
Libby Trostle
Steve Wantz

Mrs. Frager noted that it was nice to see all the familiar faces again in-person, and welcomed everyone to the meeting.

Mrs. Frager called the meeting to order at 5:58 P.M. and led the opening exercises.

Hearing no corrections or additions to the Agenda of August 18, 2021, Mrs. Bream moved for approval of the meeting Agenda, Mr. Bollinger seconded. The August Agenda was unanimously approved.

Mrs. Nevius-Maurer moved that the minutes of June 16, 2021, be approved. Mr. O’Callaghan seconded. The June minutes were unanimously approved.

IV.A. President’s Report

Dr. Ball reported:

1. Dr. Ball presented the Carroll Community College Annual Cultural Diversity Plan Report for FY2021 for approval to the Board. He stated that this year MHEC asked that the report be redesigned to minimize the reporting burden on institutions while ensuring that each institution continues to make progress with the diversity goals of the State Plan. MHEC specifically asked for one-page narrative updates on each of the following three items:
 - A description of how the institution defines diversity.
 - Highlight the *most successful* ongoing and new institutional initiatives designed to address issues related to cultural diversity within the campus and the broader community, and how their efficacy is measured;
 - Discuss the ways in which the institution anticipates COVID-19 most affecting efforts to enhance diversity on its campus.

Dr. Ball asked Mrs. Frager to present the Carroll Community College Annual Cultural Diversity Plan Report for FY2021 recommendation to the Board.

Mrs. Frager reported:

- The Carroll Community College Board of Trustees must review and approve the College's Annual Cultural Diversity Plan Report and its institutional progress toward its implementation. The College is required to submit an Annual Cultural Diversity Plan Report to the Maryland Higher Education Commission (MHEC) by September 1. Progress reports must be approved by the College's Board of Trustees prior to the submittal to MHEC.

Motion: Mrs. Frager moved that the Board of Trustees approve the FY2021 Annual Cultural Diversity Plan Report per MHEC's requested redesign format. Mrs. Bream seconded.

Motion status: Motion carried unanimously.

2. Dr. Ball presented the FY2022 President's Strategic Initiatives associated with each of the five Compass 2025 priorities: Student Success, Career and Economic Development, Diversity and Global Citizenship, Institutional Excellence, and Resource Management. Dr. Ball stated that for each priority, the related institutional initiatives will direct the work of staff as we work to complete the plan. Staff will develop related task statements with intended outcomes to accomplish each initiative.

Dr. Ball indicated that the top priority of the College will be to maximize student enrollment for credit and non-credit programs during these unprecedented times.

3. Dr. Ball updated the Board on the College's Fall Operating Plan.
 - Effective Monday, August 23, 2021, the College will require all people over the age of 2, regardless of vaccination status, to wear a mask inside our facilities and in crowded outdoor settings to reduce the spread of the COVID-19 Delta variant. The College will continue to work closely with the Carroll County Health Department (CCHD) to discuss our detailed operating plan, our instructional plans, and our contingency plans.
 - The College is in discussions with CCHD to host a vaccine clinic on campus mid-September with a second dose follow-up clinic in October.
 - The College is offering a \$100.00 vaccine incentive for employees and students who provide proof they are fully vaccinated.
4. On June 23, 2021, Dr. Ball attended the annual Articulation meeting with Carroll County Public School (CCPS) Superintendent, Dr. Steven Lockard, and the newly appointed McDaniel College President, Dr. Julia Jasken. Dr. April Herring, Director of Advising and Transfer, also attended with Dr. Ball. He updated the Board on the many topics discussed, including future collaboration opportunities between CCPS and the Colleges.
5. Dr. Ball attended the Maryland Council of Community College President's (MCCCCP) Annual Presidents' Retreat on August 2-3, 2021. Wor-Wic Community College hosted this year's retreat.

Dr. Ball Continued:

Guest speakers included the Honorable Bill Ferguson, President of the Maryland Senate, and the Honorable Adrienne Jones, Speaker of the House, who are both staunch supporters of Community Colleges. Dr. Ball shared in detail some of the topics discussed at the retreat.

The Presidents discussed implementation of the new FY22-25 MACC Strategic Plan, and the FY22 MACC Legislative Initiatives.

6. Dr. Ball invited Mr. Steve Wantz, Executive Director of Institutional Advancement & College Foundation, to give the Board an update on the Foundation's activities.

Mr. Wantz reported:

- Mr. Wantz thanked the Board for attending the joint gathering of the College Boards on July 15, 2021, at The Links at Challedon. He thought it was an enjoyable evening and thanked the Board for the opportunity to share the Foundation's four-year plan.
- The Foundation will host the Lynx soccer home opener on August 31, 2021. An electronic e-vite was sent out to all Board members. A VIP tent and many fun activities are planned for this event.
- On September 21, 2021, the Foundation will sponsor an educational seminar on best practices for protecting your financial future. The Seminar is titled "Retirement Mistakes and How to Avoid Them." Mr. Wantz will lead a panel of local leaders in sharing strategies for long-term care, tax choices, financial planning, asset protection, and crisis planning. The panelists include Steven Aquino, RFC, CSA, Aquino Financial Group, LLC; Dennis Twigg, Esq., Hoffman, Offutt, Scott & Halstad, LLP; Brian Wolfe, CPA, Wolfe & Fiedler, PA; and Shannon Hammond, Esq., Hammond Law, LLC. The Seminar will be held in The Bollinger Family Conference Center (K100), from 4:45 – 6:00 PM. Mr. Wantz conveyed that formal invitations will be sent to the Board.

Dr. Ball stated that this is an excellent in-depth seminar with a highly knowledgeable panel.

Mr. Bollinger commented that he enjoyed the gathering of the College Boards on July 15th, and was glad to have had the opportunity to meet the members of the Foundation Board.

IV.B. Academic Council

Mr. Krzanowski:

- The Academic Council has not met since June. No report was given.
- The next meeting will be held on Friday, September 3, 2021.

IV.C. Senate

Ms. Nusbaum:

- The Senate has not met since June. No report was given.
- The next meeting will be held on Friday, September 10, 2021.

Mrs. Frager welcomed the newly elected SGO President, Sinan Machado, to the Board of Trustees' meetings.

IV.D. Student Government Organization (SGO)

Ms. Sinan Machado reported:

- SGO attended the National Association for Campus Activities (NACA) virtual Conference in July and provided a Legislative group presentation.
- This conference specialized on Student Governments. Ms. Machado stated it was a tremendous learning experience to hear from the spokespeople and SGO members from other colleges.
- SGO visited the Virtual Reality Lab. They were the second group of students to enjoy this experience.
- SGO will be organizing more event promotions using social media.
- The SGO Executive Board will meet on August 19, 2021. Dr. Ball and Trustee Frager were invited to be the guest speakers to discuss their leadership roles, and to also discuss how the SGO can be fully implemented throughout the year.
- To celebrate the start of a new school year, SGO will hold its annual “Welcome Back Lunch” on Wednesday, September 1, 2021.
- Senator elections will be held in the first weeks of classes, in order to have new senators onboard as soon as possible.
- SGO goals for the upcoming year include engaging more with campus groups, clubs, organizations, faculty, and staff, improving incorporating senators, and to focus more on diversity and mental health.
- The Mental Health Committee (MHC) will meet in August.

IV.E. Commissioner

No report:

- Mrs. Frager indicated that Commissioner Wantz was unable to attend tonight’s meeting. He is attending the Maryland Association of Counties, (MACo) annual conference in Ocean City.

IV.F. Planning Advisory Council (PAC)

Dr. Mince reported:

- The Planning Advisory Council has not met since June.
- The next meeting will be held on Monday, September 13, 2021, via Teams.

V.A. Finance, Facilities, and Related Policies Committee

Mr. O’Callaghan reported:

1. Financial monthly reports are provided to the Board of Trustees in order to keep the Board informed of the on-going status of the College’s financial activities. The June reports are not the audited final statement.

A review of the financial statements for the period ending June 30, 2021, reveals normal and reasonable receipts, disbursements and encumbrances.

Motion: Mr. O’Callaghan moved that the Board acknowledge receipt of the June financial reports. Cumulative financial information will be annually audited and appropriate responses provided by the external auditors during the annual audit process. Mr. Hoover seconded.

Motion status: Motion carried unanimously.

Mr. O’Callaghan continued:

2. Financial monthly reports are provided to the Board of Trustees in order to keep the Board informed of the on-going status of the College’s financial activities. The July reports are not the audited final statement.

A review of the financial statements for the period ending July 31, 2021, reveals normal and reasonable receipts, disbursements and encumbrances.

Motion: Mr. O’Callaghan moved that the Board acknowledge receipt of the July financial reports. Cumulative financial information will be annually audited and appropriate responses provided by the external auditors during the annual audit process. Mr. Hoover seconded.

Motion status: Motion carried unanimously.

3. The Board must approve the College's Capital Budget. In order to meet the timelines established by the Carroll County Government, the Board must approve the Capital Budget in August of each year. Included with the Requested Capital Budget are:
 - A. Summary sheet of all projects.
 - B. Individual briefing sheets for each project

Motion: Mr. O’Callaghan moved that the Board of Trustees approve the proposed Capital Budget Request and authorizes the President to submit it to the County Government. Mr. Hoover seconded.

Motion status: Motion carried unanimously.

4. The Board of Trustees requires approval of all Purchase Requisitions amounting to over \$25,000. The College has a mix of Brocade and Juniper edge network switches installed in closets throughout the campus. As part of the technology upgrade process, the remaining Brocade switches will be upgraded with Juniper switches. The new switches will increase the bandwidth in each closet and provide enhanced functionality and security.

Motion: Mr. O’Callaghan moved that the Board of Trustees authorize the College to award the purchase of the Juniper Switches and cables in an amount not to exceed \$41,000 from Data Networks, 216 Schilling Circle, Suite 104, Hunt Valley, MD 21031 using the Maryland Education Enterprise Consortium Hardware Agreement #UMD-972016. Mr. Hoover seconded.

Motion status: Motion carried unanimously.

5. The Board of Trustees requires approval of all Purchase Requisitions amounting to over \$25,000. The College has standardized laser projectors for all classrooms/labs/meeting spaces. Laser projectors have numerous advantages over projectors with bulbs including lower maintenance cost since there is no bulb to replace, energy efficiency, better image quality, brightness, and contrast. The technology master plan includes a replacement cycle for projectors. As a result of stimulus funding, the College has funds available in the operating budget to accelerate the replacement of projectors in classrooms and labs.

Motion: Mr. O’Callaghan moved that the Board of Trustees authorize the College to award the purchase of the Sony Projectors in an amount not to exceed \$131,000 from Lee Hartman & Sons, 8839 Kelso Drive, Suite M, Baltimore, MD 21221 using the Maryland Education Enterprise Consortium Audio Visual Contract #TU-1901. Mr. Hoover seconded.

Motion status: Motion carried unanimously.

Mr. O’Callaghan continued:

6. The Board of Trustees requires approval of all Purchase Requisitions amounting to over \$25,000. As part of the technology refresh process and the technology master plan, the College is upgrading the instructor station Extron equipment. The upgrade to a purely digital format allows the College to leverage HD and 4K technology in the classrooms and labs providing a more consistent delivery of video. As a result of stimulus funding, the College has funds available in the operating budget to accelerate the upgrade of 15 instructor stations.

Motion: Mr. O’Callaghan moved that the Board of Trustees authorize the College to award the purchase of the Extron equipment in an amount not to exceed \$84,000 from Lee Hartman, 8839 Kelso Drive, Baltimore, MD 21221 using the Maryland Education Enterprise Consortium (MEEC) Audio Visual Contract #TU-1901. Mr. Hoover seconded.

Motion status: Motion carried unanimously.

7. Board Policy requires the Board of Trustees to approve the acceptance of all grants. Carroll Community College has received a grant to continue administrative oversight of the Adult Education Program in Carroll County for Fiscal Year 2022. The College received the grant from the Maryland Department of Labor, Licensing and Regulation (DLLR).

This grant will allow the College to provide educational services to adults who want to increase their basic skills, obtain a high school diploma, improve English language and literacy skills, or engage in family literacy activities. The program assists adults to be successful and productive in the workplace and in their communities and prepares them to enter post-secondary education and training.

Carroll Community College received this grant for the first time in Fiscal Year 2008.

The program is funded by the Maryland State Department of Labor, Licensing and Regulation through federal and state funds totaling \$194,187. Carroll County Government has provided \$284,040 in its FY2022 Operating Budget to support this program.

Motion: Mr. O’Callaghan moved that the Board accept the grant from the Maryland Department of Labor, Licensing and Regulation in the amount of \$194,187 for Fiscal Year 2022. Mrs. Nevius-Maurer seconded.

Motion status: Motion carried unanimously.

8. Board Policy requires the Board of Trustees to approve the acceptance of all grants. The College has received notice of a Child Care Career and Development Grant from the Maryland State Department of Education, to allocate \$125,953.00 for the Child Care Career and Professional Development Fund, to Carroll Community College. The purpose of this award is to provide funding to credentialed childcare providers to pursue a college degree in early childhood education, child development, family studies, or related disciplines. This is the thirteenth year the grant has been received.

Motion: Mr. O’Callaghan moved that the Board of Trustees accept the grant from The Maryland State Department of Education in the amount of \$125,953 for FY2022. Mrs. Nevius-Maurer seconded.

Motion status: Motion carried unanimously.

9. Board Policy requires the Board of Trustees to approve the acceptance of all grants. The Maryland Clinical Simulation Resource Consortium (MCSRC) is providing funds for Personal Protective Equipment (PPE) in support of improving simulation education for nursing students in response to the COVID-19 pandemic.

Motion: Mr. O’Callaghan moved that the Board of Trustees accept the grant from Maryland Clinical Simulation Resource Consortium (MCSRC) in the amount of \$2,554. Mrs. Nevius Maurer seconded.

Motion status: Motion carried unanimously.

10. The Non-Operating Budget Funds were presented to the Board of Trustees for information.
11. The College provides a Quarterly Report reflecting items purchased in excess of \$10,000 not specifically approved by the Board of Trustees. This policy was enacted by the Board of Trustees on November 16, 2005, pursuant to Title 16 of the Education Article and State Procurement Regulations for small procurement process.
12. The Inter-Functional Transfer Report’s fourth quarter reflects the final transfers within functions reflecting end-of-year spending priorities. There were no transfers between functions, which would require Board of Trustees approval. This information was provided to the Board for information.

Mr. O’Callaghan thanked Mr. Schuman, Executive Vice President of Administration, and his team, for the accurate reporting they provide throughout the year to the Board.

V.B. Personnel, Instruction, and Related Policies Committee

Mr. Bollinger reported:

1. The Board must approve all salaries. The attached salary information was corrected after the June 2021, Board exhibit was submitted.

Motion: Mr. Bollinger moved that the Board approve the attached salary changes, effective July 1, 2021. Mrs. Bream seconded.

Motion status: Motion carried unanimously.

2. The College proposes six new professional appointments for Austrie Duarte, English Faculty; Britney Harden, Nursing Faculty; Jane Jones; Mathematics/Engineering Faculty; Christopher Overdorff, Coordinator, Student Engagement and Leadership; David Schanck, Theatre Faculty/Technical Director; and April Stevens, Counselor/Advisor.

Motion: Mr. Bollinger moved that the Board of Trustees approve the appointments of Austrie Duarte, Britney Harden, Janes Jones, Christopher Overdorff, David Schanck, and April Stevens. Mrs. Foster seconded.

Motion status: Motion carried unanimously.

3. Eight new support staff appointments include Jayme Beaver, Administrative Associate; Donyell Briggs, Campus Police Officer; Mary Johnson, Mediation and Outreach Specialist; Scott Johnston, Environmental Services Specialist; Ryan Mauler, Media and Virtual Reality Technician; Matthew McCabe, Environmental Services Specialist; Shelley Paterno, Instructional Technician; and Jessica Poole, I.T. Administrative Specialist.

Mrs. Bream reported:

4. Several new temporary appointments were presented to the Board for information.
5. The College informed the Board of four employee separations for Dr. Mojgan Azadi, Nursing Faculty; Barbara Gregory, Director of Career Development; Dwight Hendricksen, Coordinator, Facilities Management and Special Projects; and Scott Johnston, Environmental Services Specialist.

Mrs. Bream congratulated Ms. Gregory for her 30 plus years of dedicated service to the College and wished her well in her retirement.

6. The systematic and recurring review of academic programs at Carroll Community College is an essential element to promote critical reflection, self-assessment, and strategic planning toward College goals. Academic program assessment is used to improve the quality of academic programs individually and the College as a whole via data-driven decision making for continuous improvement.

Five-year program reviews are comprehensive and involve an extensive and in-depth analysis of how well a program functions and aligns with the College mission and goals. The reviews are also used to propose upcoming financial and staffing needs for the program. Executive Summaries are presented to the College Board for information. This year's Executive Summaries are attached for the Board's review.

7. The College will recognize the attached list of faculty/staff for their dedicated years of service at the College-wide virtual meeting on August 26, 2021. The list was provided to the Board of Trustees for information only.

Mrs. Bream congratulated everyone listed for their service to the College, and especially Dr. Jody Nusholtz, for her 30 plus years of devoted service to the College.

VI. Old Business/New Business

Mrs. Frager shared the Maryland Association of Community Colleges (MACC) 2021 annual report. She noted that Dr. Ball's name was listed as a member of the MACC Legislative Committee, and how he works tirelessly from a Legislative standpoint, to advocate not only for Carroll Community College, but all MD Community Colleges. Mrs. Frager thanked Dr. Ball for his unwavering leadership.

Mrs. Frager also noted in the MACC Annual Report, Carroll Community College received an award for the 2020-2021 Innovation of the year for the Hill Scholars Program. Mrs. Frager and the Board applauded Dr. Kristie Crumley, Associate Provost Student Affairs and Marketing, for her great leadership of this program.

Mrs. Bream asked that this award be acknowledged at the annual Hill Scholar Reception in September.

Mrs. Frager stated on behalf of the Board, she would like to acknowledge the sad passing of Trustee Foster's brother. She asked that we keep Diane and her family in our thoughts and prayers.

VII. Dates of Upcoming Meetings and Events

Mrs. Frager reviewed upcoming meeting and activity dates.

Mrs. Frager asked for a motion to end the official August 18, 2021, Board of Trustees' meeting and meet in a closed Executive Session in reference to an issue of legal and general administrative consideration. Mrs. Foster moved to end the official August 18, 2021, Board of Trustees' meeting and meet in a closed Executive session. Mrs. Bream seconded.

Motion status: Motion carried unanimously.

VIII. Adjournment

Mrs. Frager adjourned the meeting at 6:50 P.M.