

**CARROLL COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES**

**September 15, 2021
Approved**

BOARD MEMBERS PRESENT

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

BOARD MEMBER(S) ABSENT

Dennis J. Hoover - Excused

COMMISSIONER LIAISON

The Honorable Stephen Wantz

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 called the meeting to order at 6:07 P.M. and led the opening exercises.

Hearing no corrections or additions to the Agenda of September 15, 2021, Mrs. Bream moved for approval of the meeting Agenda, Mrs. Nevius-Maurer seconded. The September Agenda was unanimously approved.

Mrs. Foster moved that the minutes of August 18, 2021, be approved. Mrs. Bream seconded. The August minutes were unanimously approved.

IV.A. President’s Report

Dr. James Ball reported:

1. Dr. Ball asked Dr. Mince, Provost, to report on the Performance Accountability Report (PAR).
 - Dr. Mince reported Maryland state law requires the Board of Trustees to approve and submit the College’s Performance Accountability Report (PAR) to the Maryland Higher Education Commission (MHEC) each year. Legislation signed into law in 1988 mandated these annual reports. In 1996, the state adopted a set of performance indicators for community colleges, with benchmarks or target values established by each college. The benchmarks are goals to be attained at the end of a five-year cycle. The indicators and the benchmarks are reviewed and revised every five years. The Board of Trustees approved the current benchmarks in June 2021 for the 2021-2025 PAR cycle.
 - The report follows the same format as in prior years, with a narrative section describing the College’s performance within the context of the goals in the Maryland State Plan for Postsecondary Education, plus an appended spreadsheet of 28 performance indicators. However, this year MHEC asked every institution to specify how their institution utilized CARES funding over the past year, and what are some of the ways our institution was able to leverage those funds for student access and success. Dr. Mince reviewed and highlighted areas within this report with the Board.

Motion: Mrs. Frager moved that the Board of Trustees approve the College's Performance Accountability Report for 2021 for submission to the Maryland Higher Education Commission. Mr. Bollinger seconded.

Motion status: Motion carried unanimously.

2. Dr. Ball asked Dr. Mince to report on the Annual Marketing Communications and Enrollment Management Report.

Dr. Mince reported:

- Each Fall the Board is presented with a Marketing Communications and Enrollment Management Report. The report examines the College's enrollment and related marketing campaigns that support the College's mission. The report includes enrollment data tables and examples of marketing materials for each campaign. The report is circulated on campus prior to adoption of the annual strategic plan and prior to the beginning of deliberations on the next year's operating budget request. It thus helps inform enrollment strategy development and associated funding allocations.
- Dr. Mince conveyed that the Board reviews this report each year, but this year the report has been reorganized and streamlined with a fresh new look. She thanked Institutional Research, Marketing, Student Affairs, Continuing Education & Training, and Academic and Student Affairs for their work on developing this report.
- This report mirrors the College's Compass 2025 Priorities and is exhibited to support the College's initiatives.

Dr. Mince answered questions from the Board.

Mrs. Frager complimented the new logo of the Pappalardo Honors Program and also conveyed how she loved the commercial promoting the College that she saw on TV last evening. She thanked the Marketing Department for creating this great advertisement for the College.

Mrs. Bream stated that she liked the new format of the report and how it parallels the College's Compass 2025 Goals.

Dr. Mince provided a brief enrollment update on the Maryland Community Colleges.

3. Dr. Ball invited Mr. Clyde Johnson, Executive Director, Diversity, Equity, & Inclusion, to provide his monthly update to the Board.

Mr. Johnson reported:

- The Board of Trustees approved the MHEC Diversity Plan in August. Mr. Johnson highlighted Strategic Priority III: Diversity and Global Citizenship, and walked the Board through on-campus and virtual trainings that are offered in the Fall semester for faculty and staff, including Creating Equitable and Inclusive Syllabus among sixteen additional trainings.
- Additionally, he noted the partnership with Human Resources to on-board Implicit Bias training through SafeColleges, the online training format that the College uses to train all employees. He invited the Board to participate and the link will be shared.
- Mr. Johnson highlighted the Hispanic Heritage Month Challenge from Sept 15-Oct 15 and noted that October is Disability Awareness month.

Mr. Johnson continued:

- In addressing CCC Strategic Priority IV: Institutional Excellence, which is about assessing institutional effectiveness, academic rigor, program impact, and institutional advancement, Mr. Johnson shared the updates to the Diversity Audit process and resubmitting the Request for Proposal (RFP) process with procurement for bids. He is working with Dr. Michelle Kloss, Associate Provost of Assessment and Institutional Research, to rewrite the RFP.
- For Strategic Priority IV-B, Revision of Diversity and Inclusion Committee, he shared that the Diversity Steering Committee has an additional 16 faculty and staff who have applied to be a part of the DEI committee. The steering team is concluding its work this week to restructure the committee and sub-committees: Culturally-Responsive Teaching, Student Development, and Employee Development, and an ad hoc Special Projects Committee to plan and assist different divisions or areas of the College as they develop and implement diversity projects. Mr. Johnson discussed how the ad hoc committee might help address new cross-institutional diversity priorities.

Dr. Ball informed the Board that Mr. Johnson is participating in the Carroll County Chamber Leadership Carroll Program. He just returned from their opening retreat, where he was able to interact with 42 fellow cohort members from the community.

4. Dr. Ball updated the Board on the College's Fall Operating Plan.
 - Dr. Ball shared a phone call that he received from a concerned parent on why the College is not requiring the COVID-19 vaccine and shared her concerns. He explained that the Carroll County Health Department is not requiring the vaccine to be mandated. He also conveyed information to the parent on the many safety protocols the College has implemented to keep our students and employees safe. The College continues to work with the Carroll County Health Department to maintain a stable and safe environment.
 - Dr. Ball advised the Board that COVID-19 procedures implemented by the College are stable and serviceable to student needs.
5. 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:

- He reminded the Board of the College's Annual Starry Night Gala on Friday, December 3, 2021. He shared that last year the College recognized Mr. and Mrs. Kahlert for their dedication and devotion to the College. He was pleased to announce this year's honoree is Trustee Dave Bollinger. The Board applauded Mr. Bollinger. Mr. Wantz commented that this honor will give the College a special opportunity to pay tribute to Mr. Bollinger, who does so much to promote Carroll throughout the entire community. We are honored to celebrate Mr. Bollinger.
- Mr. Wantz indicated that this year's entertainment for Starry Night is an individual who grew up in South Carroll. His stage name is Max Major, and he currently has a permanent show in Las Vegas as a mentalist/illusionist. He was also a semi-finalist on *America's Got Talent*.
- He informed the Board that he is working with Trustee O'Callaghan on the Board's sponsorship for Starry Night. He also looks forward to the Board's annual lottery tree donation for the Silent Auction.

Mr. Wantz continued:

- Mr. Wantz shared a flyer with the Board for the Foundation Planned Giving Advisory Committee's September 21, 2021, 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 Seminar will be held in The Bollinger Family Conference Center (K100), from 4:45 – 6:00 PM. Participation will also be available virtually.
- Mr. Wantz shared a large image mock up of the back of the Lynx scoreboard (faces the parking lots and Rt. 32) that would include space for 24 community sponsors. The Foundation is supporting this expense, which will be approved at their September 16, 2021, Board meeting. The Foundation will be actively enlisting the support of community businesses to join us in support of our student athletes.

Mrs. Frager congratulated Mr. Bollinger on his recognition at the Starry Night Gala.

Mr. Bollinger thanked the Board and looks forward to having this premier event held in-person at the College.

Mrs. Frager thanked Mr. O'Callaghan for shepherding the Boards Starry Night Sponsorship.

Mrs. Frager thanked and congratulated the Foundation staff for their hard work planning and hosting the spectacular Lynx soccer home opener event on August 31, 2021.

IV.B. Academic Council

Mr. Krzanowski reported:

- The Academic Council met on Friday, September 3, 2021.
- Eleven proposals were included on the Agenda, with eight of those being minor course description changes to nursing courses.
- One information item was discussed to join the Maryland Educational Alliance (MEA).
- The next meeting will be held on October 1, 2021.

IV.C. Senate

Ms. Nusbaum reported:

- The Senate met on Friday, September 9, 2021, via Teams.
- Dr. Ball attended to discuss staff concerns and questions relating to COVID-19 safety, as well as the College's Telework Policy. In addition he shared that all concerns and questions were posted and written responses were provided on the College's Town Hall portal page.
- An update on new water bottle filling station installations was provided.
- The new single use bathroom in the K building has been completed.
- Ms. Nusbaum shared a presentation with the Senators that outlines the College's Governance structure and highlighted their roles as Senators. This was done in response to the recommendation provided by the MSCHE Visting Team during our reaccreditation visit last April.

Ms. Nusbaum continued:

- The next meeting will be held on Friday, October 8, 2021.

IV.D. Student Government Organization (SGO)

Ms. Machado reported:

- Ms. Machado, SGO President, thanked Dr. Ball and Trustee Frager for attending the August 19, 2021, Executive Board meeting to discuss their leadership roles, and to also discuss how the SGO can be fully implemented throughout the year.
- SGO held its annual “Welcome Back Lunch” and Club Fair this past month.
- SGO Senator elections deadline has been extended to September 24, 2021.
- Ms. Machado reviewed the Mental Health Committee’s upcoming meetings and several events they will be hosting this Fall.
- SGO upcoming events also include VR Lab Livestream Team-Building Exercise, Instagram Giveaway, “Trunk or Treat” planned for October 29th, and the Annual Food Drive in support of the College’s Food Locker program.
- One new club, the Hiking Club, was added to the College’s clubs and organizations roster.
- The Indoor Soccer Club and Student Veterans Association have already sent in their budget requests for the end-of-year celebration.

Mrs. Frager thanked Ms. Machado and SGO for their energy and great ideas to enrich the student experience on campus.

IV.E. Commissioner

The Honorable Stephen Wantz reported:

- The Commissioners are closely monitoring COVID-19 numbers within the County. He expressed his hope that by December the County will return to some type of normalcy.
- The County is currently operating in a hybrid/virtual mode. They are providing all opportunities for the Planning and Zoning Board appeals to be conducted virtually. In-person meetings are permitted, but they are limiting the number of people entering the County Office Building.
- The Commissioner informed the Board that the Health Officer, Mr. Ed Singer, and the Deputy Health Officer, Dr. Henry Taylor, are stepping down from their positions at the Carroll County Health Department. He also indicated that eight Health Officers in counties throughout the State of Maryland have also stepped down. The Carroll County Commissioners will work quickly to appoint a new County Health Officer.
- Mr. Michael Robinson, Sr. was hired as the new Director of Fire and Emergency Medical Services. Mr. Robinson comes to this position with 45-years of experience.
- Commissioner Wantz attended in-person the annual Maryland Association of Counties (MACo) Conference last month. The Commissioner shared with the Board that he and Commissioner Frazier had a very positive conversation with representatives from the Maryland Stadium Authority on the possibility of assisting community colleges with developing athletics.

Commissioner Wantz continued:

- Dr. Ball stated that he would reach out to the Maryland Stadium Authority, and asked the Commissioner to please forward him the contact information.
- The Commissioners met with the Carroll County Legislative Delegation on September 14, 2021. This meeting was scheduled earlier than in past years, in anticipation of the challenging Legislative Session that begins in January 2022.
- He noted the Carroll County Wine Festival will take place September 18-19, 2021.
- On October 15, 2021, Carroll County will celebrate 77,000 acres of its 100,000-acre goal in Ag Preservation at the annual Fall Harvest Day. Governor Hogan is expected to attend. Carroll County is one of the top Counties in the country for Ag Preservation.
- The Commissioner commented that the annual Robert W. Fogle, III Memorial Golf Tournament was held on August 27, 2021. This event was a huge success. The proceeds are contributed to the College Foundation in support of student scholarships.

Mr. Bollinger expressed his deep appreciation for the Commissioners and applauded them for all of their efforts these past 18 months dealing with the COVID-19 Pandemic.

Mrs. Frager thanked Commissioner Wantz for his thorough report.

IV.F. Planning Advisory Council (PAC)

Mrs. Bream reported:

- The Planning Advisory Council met on Monday, September 13, 2021, via Teams.
- An overview of PAC and its role was provided by Mr. Rob Brown, Co-Chair, Strategic Planning Team.
- The Annual Strategic Priorities were reviewed and discussed.
- Mr. Schuman, Executive Vice President of Administration, presented the FY2022 Budget Plan Assumptions.
- Program Course Reviews were facilitated by Dr. Melody Moore, Associate Vice President of Program Development & Partnerships, and Dr. Natalie Crespo, Director, Institutional Research.
- The next meeting will be held on Monday, October 11, 2021, via Teams.

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

Mrs. Nevius-Maurer 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 August reports are not the audited final statement.

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

Motion: Mrs. Nevius-Maurer moved that the Board acknowledge receipt of the August financial reports. Cumulative financial information will be annually audited and appropriate responses provided by the external auditors during the annual audit process. Mr. OCallaghan seconded.

Motion status: Motion carried unanimously.

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

Mrs. Bream reported:

1. The Board of Trustees must approve revisions to policies. The College's Integrity Council completed a review of this policy. The Academic Integrity Policy was outdated. One significant change is to implement a sanction process that is both educational and corrective instead of solely punitive. The membership section was updated based on organizational changes and the number of faculty and staff who were representing their areas. Some of the changes involved document formatting, pronoun, and position/title changes. The significant changes are on pages 7-9 about the Integrity Council and membership and pages 18-26 about reporting violations and sanctions for violations. A draft copy was provided to the Board for their review.

The College Senate has reviewed and accepted these changes.

Recommended Motion: Mrs. Bream moved The Board of Trustees approve the revised Code of Integrity of Academic and Behavioral Standards policy. Mr. Bollinger seconded.

Motion status: Motion carried unanimously.

Mr. Bollinger reported:

2. Two new support staff appointments include David Brunner, and Tamara Hoyle, Environmental Services Specialists.
3. Several new temporary appointments were presented as information items to the Board.
4. The College informed the Board of two employee separations and one retirement. Separations included, Angela Gorman, Administrative Associate-Student Engagement; and, Tina Hahn, Science Lab Technician. Retiring as of October 1, 2021, was Libby Trostle, Vice President, Continuing Education and Training.

VI. Old Business/New Business

Mrs. Frager thanked Ms. Libby Trostle for her leadership and contributions to the College in her ten plus years at the College. She wished her well in her retirement and asked that she keep us posted on her new adventures.

The Board applauded Ms. Trostle.

VII. Dates of Upcoming Meetings and Events

Mrs. Frager reviewed upcoming meeting and activity dates.

Mrs. Frager asked for a motion to end the September 15, 2021, Board of Trustees' meeting. Mr. O'Callaghan moved to end the September 15, 2021, Board of Trustees' meeting. Mrs. Nevius-Maurer seconded.

Motion status: Motion carried unanimously.

VIII. Adjournment

Mrs. Frager adjourned the meeting at 7:20 P.M.