

**CARROLL COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES**

**October 20, 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 - Absent

STUDENT GOVERNMENT

Sinan Machado

STAFF PRESENT

Robert Brown
Patricia Carroll
Dr. Kristie Crumley
Clyde Johnson
Robert Krzanowski
Timothy League
Dr. Rose Mince
Marsha Nusbaum
Alan Schuman
Lynda Swanson
Steve Wantz

GUESTS

Chrissy Bowman, Principal
Bobby Gauthier, Manager
CliftonLarsonAllen, LLP

Mrs. Frager called the meeting to order at 5:46 P.M. and led the opening exercises.

Hearing no corrections or additions to the Agenda of October 20, 2021, Mr. Bollinger moved for approval of the meeting Agenda, Mr. O’Callaghan seconded. The October Agenda was unanimously approved.

Mrs. Bream moved that the minutes of September 15, 2021, be approved. Mrs. Nevius-Maurer seconded. The September minutes were unanimously approved.

IV.A. President’s Report

Dr. James Ball reported:

1. Dr. Ball asked Mr. Schuman, Executive Vice President of Administration, to introduce the annual audit presentation.
 - Mr. Schuman introduced Mr. Tim League, Director of Fiscal Affairs, and asked him to make the introductions of his staff and audit presenter.
 - Mr. League thanked everyone at the College who participated in the audit and thanked Ms. Barbie Lim, Controller, for her outstanding work on the audit, especially during the pandemic.
 - Mr. League introduced Bobby Gauthier, Manager, and Chrissy Bowman, Principal from CliftonLarsonAllen, LLP (CLA).
 - Ms. Bowman thanked all staff involved, especially Mr. Schuman, Mr. League, and Ms. Lim for their assistance responsiveness. Ms. Bowman reported the annual financial audit for FY2021 was complete, and CLA issued an unmodified audit opinion indicating the financial statements were fairly stated and all material respects in accordance with general accepted accounting principles. The Annual 2021 Financial Audit reports were submitted to the Maryland Higher Education Commission in accordance within the regulatory deadline.
 - The Board was given the opportunity to ask questions about the annual audit.

- Mrs. Bream praised Mr. League and his Staff for the extra work necessary to complete the audit during the pandemic.

On behalf of the Board, Mrs. Frager thanked Mr. League, Ms. Lim, and their entire team for their exceptional work. She also thanked CliftonLarsonAllen,LLP for their partnership in this annual process.

Dr. Ball echoed Mrs. Frager's appreciation to Mr. League, Ms. Lim, and CliftonLarsonAllen, LLP.

2. Dr. Ball called upon Dr. Rose Mince, Provost, to deliver the Third Week Fall Enrollment Report.

Dr. Mince reported:

- The Board calendar calls for a Fall Credit Enrollment Report in October. Based on official census data at the end of the third week of classes, the report provided headcount, full-time-equivalent enrollment, enrollment of recent high school graduates, and the one-year retention rate for students who started at Carroll in Fall 2020. Graduation and CET enrollment data from the prior fiscal year data were also included.
- Dr. Mince provided enrollment highlights including Five-year Credit Program Completion Trends, Continuing Education and Training Trends, Fall Credit Enrollment Trends, Enrollment Compared to Projections/Benchmarks, Enrollment by CCPS High School, Retention of First-time Students, and Fall 2021 Census Day Up/Down Enrollments.
- Dr. Mince gave a brief update to the Board on a new proposal to be submitted to the Planning Advisory Board requesting two new part-time recruiter positions in Admissions to increase enrollment. The new positions will be funded by reallocating money already included in the budget.
- Dr. Mince also announced that Carroll Community College has been listed as one of the Top 10 Enrollment Achievers in the country by the *Chronicle of Higher Education* publication.
- Dr. Mince answered questions from the Board.

Mrs. Frager and Dr. Ball thanked Dr. Mince for her report.

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

Mr. Johnson reported:

- In order to advance Diversity, Equity, and Inclusion (DEI) proficiency at Carroll, and understand institutional responses to issues, the College is sending 10 faculty and staff members to the Maryland Cultural Proficiency Conference on October 26th and October 27th.
- Mr. Johnson informed the Board that he has launched a partnership between himself, Dr. Richard Smith at McDaniel College, and Judy Jones at Carroll County Public Schools (CCPS). The goal of this partnership is to more fully understand the experiences of CCPS Students of Color as they attempt to matriculate to Carroll Community College or McDaniel to determine how the two colleges may be better able to provide information and resources to these students. Further, Ms. Jones, Dr. Smith and Mr. Johnson are discussing ways to create ongoing DEI training opportunities addressing issues around Critical Race Theory (CRT) and Equity and host these events at both McDaniel and Carroll for County citizens.
- Mr. Johnson announced the College's first Student organization for black students. The Carroll Black Student Union will promote Black identity in its many forms and cultures. The Club is being established by the following students: Neptune Jean-Joseph, a second-year student of Haitian Descent; Abdulbasit Adeniji, a first-year student from Nigeria who just came to the U.S. this past June; and Emmanuel Adede who is Kenyan. The Club will receive support from faculty members, Dr. Raza Khan, Division Chairperson of Sciences & Program Director of STEM Scholars Chair of Sciences, and Ms. Martine Foreman, Assistant Professor of Social Science. Mr. Johnson will serve as the Club Advisor.

Mrs. Frager and Dr. Ball both thanked Mr. Johnson for his report.

4. Dr. Ball provided the Board with a brief COVID-19 update.
 - Dr. Ball reported that the College has developed a new electronic self-reporting form to streamline the process of contact tracing COVID-19 cases or suspected cases on campus more efficiently. The new system allows the College to quickly collect information to assess the risk of exposure and notify potential close contacts much sooner, in order to minimize the spread of COVID-19 on campus.
 - Dr. Ball gave an update on the College's positive COVID-19 case statistics for the Fall semester. To date, the College has had a total of 16 positive student cases, and just one positive employee case. All of the positive cases were attributed to community spread and not from contact on campus.
 - Dr. Ball thanked all of the Staff involved with launching the new contact tracing system, especially acknowledging Dr. DaVida Anderson, Lynda Swanson, Trish Carroll, Lisa Kuhn, Michelle Thomas, Sam Cluck and members of the IT Department for all of their efforts and hard work.

Mrs. Frager thanked Dr. Ball for the COVID-19 update.

Dr. Ball provided two additional items for his report that were not on the agenda:

Dr. Ball invited Dr. Kristie Crumley, Associate Provost Student Affairs and Marketing, to update the Board on an upcoming virtual book talk with Michelle Obama.

- Dr. Crumley announced that the College has been invited to join Michelle Obama virtually in an exclusive book talk with students from participating colleges nationwide, about her memoir *BECOMING*. This special event will take place on November 9, 2021, at 1:00 pm.
- Dr. Crumley also shared that Carroll was one of four Community Colleges chosen to send one student to attend the session live and in-person with Michelle Obama in Washington, D.C.
- Mrs. Frager asked if the chosen student could share the experience with the Board during the November or December Board meeting. Dr. Crumley agreed.

Dr. Ball read a memo from Tricia Crossett, Associate Math Professor, indicating that a team of Carroll Engineering students was invited to compete as the only external group in Knorr Brake's Internal Engineering Design Competition in October. The team will enter a challenge to design and build a Hovercraft powered only by leaf blowers.

Mrs. Frager commented that it is excellent that Carroll students are able to participate in projects involving real-world professional experiences such as the Knorr Brake Hovercraft Challenge.

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:

- Mr. Wantz said the Foundation's Four-Year Development Plan is focusing on stewarding our donors and letting them know how impactful they have been through investing in our *Investing in a Brilliant Future* campaign.
- Mr. Wantz reported on the Foundation's event during a home Soccer Event, which brought donors to the College and attention to Carroll's Athletics Program. He thanked the Trustees for attending the event.
- He also shared details of the successful Planned-Giving Advisory Council's event *Sharing Mistakes People Make During Retirement* and the *STEM Exclusive Showcase* which invited donors who had contributed to STEM initiatives to view the College's STEM resources firsthand.
- Mr. Wantz then discussed the Scholarship Reception held in early October. Three wonderful student speakers and three dedicated donors, including Trustee Emerita Barbara Charnock, spoke about the importance of the Community College and why continuing to invest in our students was so important.
- Further, Mr. Wantz announced the *Giving Tuesday* event to be held November 9, 2021, will introduce online giving targeted to the "40 and under" population. The event will be promoted through social media and email.

- To conclude his remarks Mr. Wantz gave an update on Starry Night planning and said this year's event would honor Trustee David Bollinger.

Mrs. Frager thanked Mr. Wantz and spoke to the importance of such successful donor stewardship events.

IV.B. Academic Council

- Mr. Krzanowski indicated there was no report from the Academic Council for October.

IV.C. Senate

Ms. Nusbaum reported:

- The Senate met on Friday, October 8, 2021.
- Dr. Ball attended. He reminded Senate members of the upcoming Town Hall meeting on October 27, 2021, and shared the exciting news that because of the prompting by Dr. Raza Khan as a proud parent, the Board of Commissioners will declare November 17th as Carroll Community College Day in recognition of being cited as the Number 1 Community College in Maryland and Number 10 in the Nation based on nationally reported student data.
- Jen Snyder, Director of Student Engagement, discussed changes to the newly named and re-organized Student Engagement Office, which now includes Athletics, Student Activities, and Career Development.
- Trish Carroll, Chief Communications Officer, presented the new COVID contact tracing process.
- The next meeting of the Senate will be Friday, November 12, 2021.

IV.D. Student Government Organization (SGO)

Ms. Machado reported:

- Ms. Machado gave an update on the ongoing elections for SGO Senators. They are working on finalizing positions for William Britz and Charlie Peng.
- SGO held a Virtual Reality (VR) Lab Livestream to inform students about the VR Lab and to show them how to connect. They also posted the VR Lab Livestream on Instagram.
- Ms. Machado, Siping Machado, and William Britz all attended the *Swift Kick Student Leader Training* which focused on what it is to be a leader and how to get students to participate on campus.
- The SGO Instagram Giveaway just finished on October 11th, and they had great student engagement.
- They're holding a Halloween Costume Contest which will finish on October 21st.
- The SGO is currently working with Student Clubs, approving new clubs and revitalizing existing clubs. Siping Machado attended the Club Training this past Monday, October 18th.
- SGO will hold a Trunk or Treat on October 29, 2021.
- SGO is planning a Food Drive event, with possible collaboration with the Criminal Justice Club.
- The Mental Health Committee is planning several events: Paper Cranes & Positive Quotes; Exam Stress Packages; Motivational Sticky notes in restrooms; the publishing of the Mental Health Monthly, Issue #3; and a Health Care professional will speak on mental health and de-stressing.
- SGO is also discussing involvement in the Starry Night event.

Mrs. Frager thanked Ms. Machado and said the Board appreciated the many ways SGO engages different student groups.

IV.E. Commissioner

The Honorable Stephen Wantz

No Report - Absent

IV.F. Planning Advisory Council (PAC)

Mrs. Nevius-Maurer reported:

- The Planning Advisory Council met on Monday, October 11, 2021, via Teams.
- Natalie Crespo, Director of Institutional Research, gave an outstanding presentation on enrollment trends.
- Dr. Maya Demishkevich, Senior Director of Marketing, also gave a presentation on strategic marketing. She discussed the College's new website launch and also talked about how the COVID pandemic has increased digital communications.
- The next meeting will be held on Monday, October 25, 2021, via Teams.

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

Mr. O'Callaghan reported:

1. Title 16 of the Education Article, Annotated Code of Maryland and Board of Trustees' Policy require an annual audit of the College's accounts by an independent certified public accountant.

The current audit covers the period from July 1, 2020, to June 30, 2021.

Recommended Motion – Mr. O'Callaghan moved that the Board of Trustees accept the annual audit. Mrs. Nevius-Maurer seconded.

Motion Status – Motion carried unanimously.

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 September reports are not the audited final statement.

Recommended Motion – Mr. O'Callaghan moved that the Board of Trustees acknowledge receipt of the September financial report. Cumulative financial information will be annually audited and appropriate responses provided by the external auditors during the annual audit process. Mrs. Nevius-Maurer seconded.

Motion Status – Motion carried unanimously.

Information Items:

3. The Non-Operating Budget Funds monthly report is presented as an information item. Data reflects July through September 2021. All the activity included in this report was comprised in the annual financial audit that was presented under the President's report.
4. The College will provide a Quarterly Report reflecting items purchased in excess of \$10,000 not specifically approved by the Board of Trustees.

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

Mrs. Bream reported:

Action Items:

1. New Academic Program: Health Science Lower Division Certificate (L.D.C.)

Dr. Mince reported:

This program is to provide the basis for further study in the health sciences field. It provides a course of study designed to meet the needs of students who plan to study and transfer to a college or university that grants an associate or baccalaureate degree in various areas of Health Sciences. It provides structure for academic progression and credential stacking. It allows students to complete the first year of an associate degree program in a health science field at one institution, followed by a second year in a specialized program at another institution.

Ongoing staff shortages in healthcare is a real problem that makes providing patient-centered care a daunting task. As per a recent report by CNN, the United States will need to hire 2.3 million new healthcare workers by 2025 to be able to take care of the aging population qualitatively. Maryland is predicted to be one of four states that will have a critical healthcare worker shortage.

There are many reasons for this shortage, but of most concern to the Carroll County community is that there are limited new graduates to fill open positions. Simply put, there are not enough programs that graduate skilled workers to meet the current patient demands. This new program at Carroll will help fulfill the need for a qualified healthcare workforce in Carroll County by making healthcare programs more accessible.

Recommended Motion – Mrs. Bream moved that the Board of Trustees approve the Health Sciences Lower Division Certificate (L.D.C.). Mr. Bollinger seconded.

Motion Status – Motion approved unanimously.

2. New Professional Appointment(s)

Recommended Motion: Mrs. Bream moved that the Board approve the appointment of the following individual(s):

Kimberly Davis, Admissions Counselor/Advisor, Effective 10/04/2021

Dr. Kelly Koermer, Vice President, Continuing Education and Training, Effective 11/15/2021

Mrs. Foster seconded.

Motion Status – Motion approved unanimously.

Information Items:

3. New Temporary Appointment(s)

Adrian, Jamie	Administrative Associate-Foundation (IA)	Effective 09/13/2021
Palumbo, Kallie	Game Day Assistant (SA)	Effective 09/06/2021
Privette, Hunter	Promotion and Events Specialist (SA)	Effective 09/15/2021
Romeo, Michelle	Human Resources Recruiting Assistant (ADM)	Effective 09/13/2021
Theilman, Michelle	Simulation Technician (AA)	Effective 09/30/2021
Wolf, Mary	Simulation Technician (AA)	Effective 09/06/2021

4. Employment Separations

Bachman, Kim	Assistant Director-Admissions (SA)	Effective 11/19/2021
Pobletts, Kelsey	Environmental Services Specialist (ADM)	Effective 10/08/2021
Rodriguez-Schultz, Karla	Student Support Specialist (CET)	Effective 12/17/2021

VI. Old Business/New Business

Mr. O'Callaghan shared an email from a friend who is a retired UMD Professor and is now a student at Carroll. Mr. O'Callaghan's friend praises Carroll for providing excellent classes and also for doing an outstanding job in preparing its students for transfer.

Dr. Ball and Mr. Bollinger applauded Mrs. Frager for her impressive talk at the Carroll County Chamber of Commerce luncheon. Mrs. Frager thanked them and also noted that several Carroll students attended the event.

Mrs. Frager said the new College logo looks fabulous, and said how nice it is to see the logo come to life.

Mrs. Bream also complimented the new look of a billboard on Rt. 140.

VII. Dates of Upcoming Meetings and Events

Mrs. Frager reviewed upcoming meeting and activity dates.

Mrs. Frager asked for a motion to end the October 20, 2021, Board of Trustees' meeting. Mrs. Bream moved to end the October 20, 2021, Board of Trustees' meeting. Mrs. Nevius-Maurer seconded.

Motion status: Motion carried unanimously.

VIII. Adjournment

Mrs. Frager adjourned the meeting at 7:00 P.M.