

**CARROLL COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
MINUTES**

**November 17, 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

COMMISSIONER LIAISON

The Honorable Stephen Wantz

STUDENT GOVERNMENT

Sinan Machado

STAFF PRESENT

Patricia Carroll  
Dr. Kristie Crumley  
Clyde Johnson  
Dr. Kelly Koermer  
Robert Krzanowski  
Dr. Rose Mince  
Marsha Nusbaum  
Alan Schuman  
Laurie Shields  
Lynda Swanson  
Steve Wantz

Mrs. Frager called the meeting to order at 5:59 P.M. and led the opening exercises.

Mrs. Frager asked for a moment of silence for Trustee Dennis Hoover, who passed away on October 22, 2021. Mrs. Frager requested everyone to please keep Mr. Hoover’s family and friends in their thoughts and prayers.

Hearing no corrections or additions to the Agenda of November 17, 2021, Mr. O’Callaghan moved for approval of the meeting Agenda, Mrs. Bream seconded. The November Agenda was unanimously approved.

Mrs. Nevius-Maurer moved that the minutes of October 20, 2021, be approved. Mr. Bollinger seconded. The October minutes were unanimously approved.

IV.A. President’s Report

Dr. James Ball reported:

1. Dr. Ball called upon Dr. Rose Mince, Provost, to deliver the Fall 2021 Enrollment Report.

Dr. Mince reported:

- The Board calendar calls for a Fall Credit Enrollment Analysis, based on data as of the official census date at the end of the third week of classes. The report provides an analysis of credit enrollment compared to prior Fall terms.
- Fall 2021 enrollment at the third week census is down about 10% from last fall. The decline mirrors national trends at community colleges.
- Full-time students decreased in Fall 2020 and 2021 over prior semesters. The effect of our large Dual Credit population, most of whom only take one course, is evident in the consistently high number of students enrolled in 3 credits.
- The Fall 2021 actual enrollment was 2,770 which was slightly under the projected enrollment of 2,937.
- Dr. Mince continued reviewing the report in depth, providing details on Student Demographics, First-Time Freshmen Enrollments, Transitional Dual-Enrolled High School Students, Enrollment by Program of Study, Class Section Size, Enrollment by Instructional Method, and Retention Rates.

Dr. Mince took questions from the Board.

Mrs. Frager thanked Dr. Mince and also expressed her appreciation to Dr. Natalie Crespo, Director of Institutional Research, for preparing the 2021 Credit Enrollment Report which was very easy to understand.

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

Mr. Johnson reported:

- The RFP (Request for Proposals) process for the Institutional Diversity Audit closed today. The Diversity, Equity, and Inclusion (DEI) Committee will conduct a formal review of the submitted proposals and select one to present to the Board for approval at their December meeting. The audit is scheduled to begin January 2022, and end in December 2022, with quarterly updates.
- The Audit is designed to illuminate areas of opportunities, areas of strength where our DEI efforts are positively impactful, and areas in which we need to grow as an institution. It is in essence a Gap analysis.
- The College's approach to diversity, equity, and inclusion is not race-based only. The audit will look at how the College is doing on issues relating to ability/disability, age, class, economic status, race, ethnicity, color, national origin, language, visa status, gender identity and expression, sexual orientation, marital status, religion, political beliefs, height, weight, and veteran status.
- Mr. Johnson then briefed the Board on a new initiative involving the Maryland State Department of Education on Equity and Excellence in Early Childhood. Carole Williamson, Program Director, Early Childhood Education, is leading the process of developing a workshop called "Train the Trainers" which is designed for the staff of the Littlest Learner's Child Development Center. They hope to launch the program in 2022.

Mrs. Frager thanked Mr. Johnson for his DEI updates.

3. Dr. Ball reported that he attended the MACC Board of Directors Meeting on October 27, 2021, with Trustee Frager and Trustee O'Callaghan. Topics discussed included the adoption of the 2022 MACC Legislative Agenda and MACC's Strategic Plan. Dr. Ball then shared a letter of thanks to Lt. Governor Boyd Rutherford written by Dr. Brad Phillips, MACC Executive Director.
4. Dr. Ball discussed the Annual Outreach Meetings with the County Delegation on November 2, 2021, and the County Commissioners on November 16, 2021.
  - Mrs. Frager said the meetings were very positive, and she thanked the Commissioners and the Delegation for their understanding of the College's goals, and recognizing the value Carroll Community College brings to the county. She went on to thank Dr. Ball and his leadership team for the wonderful meeting presentations they put together. She then asked Commissioner Wantz to share his perspective of the meeting.
  - Commissioner Wantz commended the College for holding the Annual Outreach Meetings and said he appreciates the unified approach in what has been accomplished. He mentioned the upcoming election and emphasized how important it will be for the College to continue its outreach with the newly elected Commissioners in 2022.
5. Dr. Ball expressed appreciation to the County Commissioners and Delegation for officially recognizing November 17, 2021, as Carroll Community College Day in recognition of the College's exemplary performance resulting in being named Maryland's #1 Community College and 10<sup>th</sup> nationwide by College Consensus.
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 handed out post-it notepad holders to all of the Board members as a commemoration of the great work that is done on behalf of our students. The notepad holders were created in the College's 3D Digital Fabrication Lab.
- Mr. Wantz provided the Board details about the *Giving Tuesday* social media campaign on Tuesday, November 30, 2021.
- Mr. Wantz thanked the Board members for the annual lottery tree they donated for the Starry Night Gala being held on Friday, December 3, 2021.
- Mr. Bollinger inquired about Starry Night ticket sales. Mr. Wantz said that sponsorships started slow, but this year has ended up being the second highest in ticket sales.
- The Community Media Center will be livestreaming the Starry Night event for those who prefer to watch from home.
- Mr. Wantz discussed several upcoming initiatives such as the Foundation Board of Directors Raffle, the re-branding of Pappalardo Scholars Program, Give to the Cause, and a Whiskey Wheelbarrow event.

Mr. Wantz concluded his report by taking questions from Board members.

Mrs. Frager thanked Mr. Wantz and his team for their hard work, and commented that the Board is looking forward to the Starry Night Gala.

IV.B. Academic Council

Mr. Krzanowski reported:

- Academic Council last met on Friday, November 5, 2021.
- There were 26 proposals presented to Academic Council for review and approval, many of which related to the discontinuance of the Heath Information Systems program.
- The next Academic Council Meeting will be on Friday, December 3, 2021.

IV.C. Senate

Ms. Nusbaum reported:

- The Senate met on Friday, November 12, 2021.
- New Business included a notice item to add Juneteenth to the College's holiday and recess time.
- Lisa Aughenbaugh, Director, Facilities Planning and Management, presented the Occupational Safety and Health Policy Manual.
- Dr. Raza Khan, Division Chair of Sciences, proposed the implementation of a Fall Break. The Senate made the decision to discuss this proposal with their constituents and add it to the February 11, 2022, meeting agenda.
- The next meeting of the Senate will be Friday, December 10, 2021.
- Ms. Nusbaum concluded her report by taking questions from the Board.

IV.D. Student Government Organization (SGO)

Ms. Machado reported:

- Trunk or Treat event on October 29, 2021, was very successful despite moving it indoors due to rainy weather.
- The SGO Instagram account has reached 2,477 accounts and interactions are up 533%.

Ms. Machado continued:

- Mental Health Monthly Issue #3 was released on November 15, 2021, and was centered on the transition from online to in-person learning.
- The Mental Health Committee is planning two events: *Mental Health Matters* on November 22, 2021, and *Treat Yourself Thursday* on December 2, 2021.
- There will be a shift in SGO leadership positions for the 2022 Spring semester. Current Senator, Abigail Stevens, has accepted the position of SGO President for the Spring. SGO will also need to fill the Secretary and several Senator positions in the Spring.
- SGO already have several event ideas for the 2022 Spring semester.

Mrs. Frager thanked Ms. Machado for her report, and congratulated the SGO for finding different ways to connect with students on social media.

IV.E. Commissioner

The Honorable Stephen Wantz reported:

- Commissioner Wantz stated that COVID-19 cases in the County are currently up and continuing to rise.
- The County is closely monitoring the federal government's COVID-19 vaccine mandate which is currently pending a decision by the U.S. Court of Appeals. If upheld and Maryland adopts it for public institutions, the College must have a plan in place to implement a mandatory COVID vaccination policy by January 4, 2022.
- Commissioner Wantz announced the *Exploration Commons Ribbon Cutting Ceremony* will be held on December 17, 2021. This interactive community space is located at the Westminster Public Library and consists of a Makerspace, Professional Teaching Kitchen and Meeting Space.
- The Westminster Municipal Band will hold its free Christmas Concert at the College on Monday, November 29, 2021.

IV.F. Planning Advisory Council (PAC)

Mrs. Nevius-Maurer reported:

- The Planning Advisory Council met twice since the last Board of Trustees meeting.

October 25, 2021 PAC Meeting:

- Mr. Alan Schuman, Vice President of Administration, gave a presentation on FY2023 Operating Budget Requests.
- Members had discussions about various FY23 proposals and provided initial feedback on priorities amongst the requests. Dr. Ball said the Executive Team would take all feedback under consideration as the budget was considered further.
- Dr. Maya Demishkevich, Senior Director of Marketing, announced that the new website would go live on October 27, 2021.

November 8, 2021 PAC Meeting:

- Mr. Schuman reviewed the FY2023 Operating Budget Proposal. Members were able to have open discussion and ask questions about the proposed FY2023 budget.
- PAC members voted to approve the proposed budget which will be presented to the Board of Trustees in the December meeting.
- The next meeting will be held on Monday, December 6, 2021, at 3:30 P.M. through MS 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 October reports are not the audited final statement.

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

**Motion Status:** Motion carried unanimously.

2. Notice of Grant Award, Maryland State Department of Education, Division of Early Childhood – American Rescue Plan Act of 2021 Child Care Stabilization Grant.

**Motion:** Mrs. Nevius-Maurer moved that the Board of Trustees accept the grant from the Maryland Department of Education in the amount of \$46,000 for the purpose of supporting the College's Early Learning Center. Mr. O'Callaghan seconded.

**Motion Status:** Motion carried unanimously.

Mr. O'Callaghan reported:

3. Notice of Grant Award, State of Maryland, Consolidated Adult Education and Family Literacy Services Grant FY2022 – Revised

**Motion:** Mr. O'Callaghan moved that the Board accept the grant from the Maryland Department of Labor, Licensing and Regulation in the amount of \$198,188 for Fiscal Year 2022 - Revised. Mrs. Nevius-Maurer seconded.

**Motion Status:** Motion carried unanimously.

4. Approval of Purchase Requisition over \$25,000 — Job Classification and Compensation Analysis

**Motion:** Mr. O'Callaghan moved that the Board of Trustees authorize the College to award a contract for consulting services to Evergreen Solutions, LLC of Tallahassee, Florida in an amount not to exceed \$30,000. Mrs. Nevius-Maurer seconded.

**Motion Status:** Motion carried unanimously.

5. Acceptance of Gifts – The Learning Resource Center has accepted various books donated by numerous donors to be used in the library. The value established by the donors is estimated at \$360.89. They will be used to further the collection of the Learning Resource Center.

**Motion:** Mr. O'Callaghan moved that the Board of Trustees approve the acceptance of these gifts. Mrs. Nevius-Maurer seconded.

**Motion Status:** Motion carried unanimously.

Information Items:

6. Mr. Schuman presented a Power Point on the FY2023 Budget Briefing and Assumptions to the Board. This presentation was provided to the Board in their November Board materials. The FY2023 Budget will be presented to the Board for review at the December meeting and approval of the FY2023 Budget will take place at the February 2022, Board of Trustees' meeting.

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

Mrs. Foster reported:

Information Items:

1. New Support Staff Appointment(s):

Coll, Kathleen	Administrative Associate, Student Engagement (SA)	Effective 1/10/2022
Kinsler, Elaine	Environmental Services Specialist (ADM)	Effective 11/01/2021

2. New Temporary Appointment(s):

Amos, Areatha	Environmental Services Specialist (ADM)	Effective 11/08/2021
Cabassa, Sarah	Campus Police Officer (ADM)	Effective 10/25/2021
Carrier, Mary	CPR Instructional Assistant (CET)	Effective 10/26/2021
Daigle, Luther	Administrative Clinical Assistant (CET)	Effective 10/27/2021
Muller, Leigh	Administrative Specialist-COVID 19 Response Team (SA)	Effective 10/13/2021

3. New Employee Separations(s):

Horowitz, Nathaniel	Intake Assessment Coordinator (CET)	Effective 10/21/2021
Marani, Anne	Business Technology Faculty Member (AA)	Effective 01/07/2022

Mrs. Bream Reported:

4. The Board of Trustees must approve all new or revised policies. A modification to CCC Employee Handbook Holidays and Recess Time Policy to include the addition of the Juneteenth Holiday.

**Recommendation:** The Board of Trustees take action to approve adding Juneteenth as a recognized holiday to the College's Holiday and Recess Time Policy at the December 15, 2021, meeting.

VI. Old Business/New Business

Mrs. Frager gave a warm welcome to Dr. Kelly Koermer, Vice President of Continuing Education and Training, and said the Board is looking forward to working with her in the future. Dr. Koermer thanked Mrs. Frager and addressed the Board saying that she is thrilled to be here as well.

Mrs. Frager reminded everyone to to keep Trustee Dennis Hoover's family in their 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 November 17, 2021, Board of Trustees' meeting and meet in a closed Executive Session in reference to an issue of legal and general administrative consideration. Mrs. Bream moved to end the official November 17, 2021, Board of Trustees' meeting and meet in a closed Executive session Mr. Bollinger seconded.

**Motion status:** Motion carried unanimously.

VIII. Adjournment

Mrs. Frager adjourned the meeting at 7:30 P.M.