

**CARROLL COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES**

**December 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

COMMISSIONER LIAISON

The Honorable Stephen Wantz

STUDENT GOVERNMENT

Sinan Machado

STAFF PRESENT

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

Mrs. Frager called the meeting to order at 3:01 P.M. via Teams and led the opening exercises.

Mrs. Foster moved that the December 15, 2021, Agenda be approved. Mr. Bollinger seconded. Mr. O’Callaghan inquired that since this meeting is being held virtually, could the December Agenda be modified to include all action items be approved in one consent vote at the conclusion of each Committee’s Report under section V.A. and V.B. on the Agenda. Hearing no objections to this request, Mrs. Frager moved that the December 15, 2021, Agenda be approved with one modification. The December Agenda was unanimously approved.

Mr. O’Callaghan moved that the minutes of November 17, 2021, be approved. Mrs. Bream seconded. The November minutes were unanimously approved.

IV.A. President’s Report

Dr. James Ball reported:

1. Dr. Ball asked Dr. Rose Mince, Provost, to deliver the Annual Institutional Effectiveness Assessment Report.
 - Before presenting her report, Dr. Mince asked to introduce new employee, Christopher Overdorff, Coordinator, Student Engagement and Leadership. She conveyed Christopher began employment on July 1, 2021, earning an Education Master of Arts (Student Affairs and Higher Education) degree. The College appointed Christopher to the position of Coordinator of Student Engagement and Leadership. “Topher” earned his master’s degree from Slippery Rock University and has three years’ combined experience in student affairs, including internships in the offices of first-year experience and student life, a graduate assistantship in the office of student engagement and leadership at Slippery Rock University and, most recently, Topher was part-time at Carroll Community College as a student life specialist.

Mr. Overdorff thanked the Board for this opportunity and expressed his appreciation for his new position at Carroll.

On behalf of the Board, Mrs. Frager welcomed Mr. Overdorff to Carroll.

Dr. Mince reported:

Dr. Mince was pleased to have Dr. Natalie Crespo, Director of Institutional Research, assisting her with this presentation. Dr. Mince advised the Board that this would be Dr. Crespo's last week working at the College. She moved out of state in October and has been working remotely the past couple months.

- Each year in December, the Institutional Effectiveness (IE) Measures are presented to the Board to provide a snapshot of how Carroll Community College is fulfilling its mission. A synopsis to summarize the report's highlights was also included.
- Dr. Mince reviewed a summary of the Institutional Effectiveness Measures that were below the benchmark signaling the continuing effect of COVID-19.
- Dr. Natalie Crespo reported on the Institutional Effectiveness Measures that exceeds the benchmark. She highlighted that Carroll's retention graduation and transfer out indicators show Carroll is consistently one of the top institutions in the State for those outcomes, which remains the same in this year's IE report.
- Dr. Crespo reviewed and familiarized the Board with the 14-page Institutional Effectiveness Report that was provided to them in their Board materials. She welcomed any questions the Board may have on this report after their review.
- Drs. Mince and Crespo continued to review the College's seven Mission Goals and reminded the Board that this is one way the College assesses its overall institutional effectiveness, by monitoring the achievement of the Mission Goals in its Mission Statement.

Drs. Mince and Crespo answered questions asked by the Board.

Dr. Ball stated that despite the COVID pandemic these last couple years, progress continues to be made. He is grateful to the faculty, staff, and students who work so hard to keep the College successful.

Dr. Mince and Trustee Frager took this opportunity to publicly thank Dr. Crespo for her service to our institution and wished her great success in her future endeavors.

Dr. Crespo thanked the Board and her colleagues for their support during her time at Carroll.

Dr. Ball thanked Dr. Crespo for her dedication to the College and wished her well.

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

Mr. Johnson reported:

- As a part of the process to evaluate the progress Carroll has made in its DEI measures, Mr. Johnson prioritized bringing in an external auditor to provide a gap analysis of the diversity goals.
- Mr. Johnson shared that the RFP process had closed on the date of the last Board meeting and a subcommittee reviewed the applications. The DEI subcommittee recommends the proposal from BDO USA, which includes a review of our strategic plan, institutional policies and procedures, campus environment, programs and more. An outline of the process is provided in the financial section of the meeting and will be presented by Mr. Schuman for Board approval. After Board approval, there will be time in January to meet with BDO to outline the expectations of the College, in terms of creating the process that will be a year-long review.

3. Dr. Ball invited Dr. Kristie Crumley, Associate Provost, Student Affairs and Marketing, to update the Board on the College's One-Step-Away Program.
 - Dr. Crumley provided the Board with a final report summary of the One-Step-Away Grant Program.
 - She indicated 249 students were identified, with 107 successfully contacted, and 34 students who participated in the grant program.
 - There were 22 students who completed their Associates Degree, with 12 additional students earning credits towards finishing their degree.
 - The grant was used to pay \$11,000 for a part-time advisor and \$32,000 in tuition, fees, and books for grant participants.
 - Twenty Students received financial assistance from the One-Step-Away Grant, for an average award of approximately \$1,500.
 - Each graduate received a \$100.00 gift card in addition to funds covering tuition, fees and books.
 - Over the years of grant eligibility, the College received a total of three One-Step-Away Grants which yielded a total of 141 graduates.
4. Dr. Ball thanked those who attended the annual Good Scout Breakfast honoring our well-respected friend and supporter of the College, and pending Trustee, Mr. Greg Kahlert, of the Kahlert Foundation. Dr. Ball asked if any of the Board members wanted to comment on attending the event.
 - Trustee Foster stated that this annual ceremony was very nice. She conveyed that she thought Mr. Kahlert was very humbled by this experience and most appreciative of the gifts that were awarded to the Good Scout honoree.
 - Trustee Bollinger conveyed that it was an honor to be in attendance and witness a full room of supporters to pay their respects for everything that Mr. Kahlert has done in the community.
5. Dr. Ball congratulated the PTA Program for their recent Accreditation approval status. He thanked the faculty and staff for all of their hard work in this accomplishment.
 - Dr. Ball also congratulated the College on earning the approval from the Middle States Commission on Higher Education for the College's reaccreditation status. An Accreditation Reaffirmed status was also approved for the substantive change "PELT Program" in conjunction with the Carroll County Sherriff's Office.
6. Dr. Ball thanked those who attended the PTA ceremony on Tuesday, December 14, 2021. He indicated that he was unable to attend due to a scheduled medical procedure, but always looks forward to hearing their inspirational stories. He asked Dr. Mince, who presided over the event, to say a few words on the Ceremony.
 - Dr. Mince stated all the speakers noted that these students persevered through a most challenging time in a program that is difficult, even when you are not in the middle of a pandemic. She also indicated that the small class of 12 students was deliberate this year, due to the pandemic. Dr. Mince congratulated all the students and thanked Trustee Bream for attending the ceremony.

7. 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 thanked everyone who participated in the Foundation's "Giving Tuesday" event on November 30, 2021. This Giving Tuesday activity brings awareness to the Carroll Community College Foundation and the needs of our students. He noted that a total of \$9,000 in donations was given and he also noted that there were several new donors who contributed.
- He thanked all those who participated in-person or virtually to the Starry Night Event on December 3, 2021. A total of 350 were in attendance and approximately 30 individuals watched virtually. This was a very successful event and a great opportunity to celebrate Mr. Dave Bollinger for his support of the College, and his work throughout our community.
- Mr. Wantz shared that Starry Night broke the Foundation's all-time high record financially, with a net revenue of \$158,320. The Board applauded this accomplishment.
- He thanked the College Board and the Foundation Board for their continued support in making this event highly successful.

Mrs. Frager thanked Mr. Wantz, his staff, the Foundation Board, and sponsors for this exceptional evening in support of our students.

Mr. O'Callaghan also thanked Mr. Wantz for their work in planning all the events throughout the year in support of our students.

Dr. Ball thanked Mr. Wantz and his staff for another stellar event.

IV.B. Academic Council

Mr. Krzanowski reported:

- Academic Council last met on Friday, December 3, 2021.
- Thirty-two proposals were submitted to the Academic Council. Mr. Krzanowski reviewed these proposals with the Board.
- The next meeting will be held on Friday, January 7, 2022.

IV.C. Senate

Mrs. Nusbaum reported:

- The Senate met on Friday, December 10, 2021.
- Mr. Schuman, Executive Vice President of Administration, presented the FY2023 Budget. He also shared a helpful and detailed statement from Dr. Ball and the Executive Team related to a proposal to create a Fall Break for students.
- The Technology Advisory Group (TAG) will be creating a Governance document on recordings for TEAMS meetings. She asked Senators to gather feedback from their constituents to share with TAG.
- Through the New Business part of the meeting attendees were encouraged to ask questions on the College's Teleworking Policy and OSHA's Emergency Temporary Standard on Vaccination and Testing.

Mrs. Nusbaum continued:

- Mr. Schuman shared a list of upcoming facility renovation projects.
- The next Senate meeting will be held on Friday, February 11, 2022.

IV.D. Student Government Organization (SGO)

Ms. Machado reported:

- Mr. Schuman delivered a presentation on the FY2023 Operating Budget Request.
- SGO held a Mental Health Matters Session on November 22, 2021. This event was in collaboration with the National Alliance for the Mentally Ill (NAMI).
- *Treat Yourself Thursday* was held on December 2, 2021, in the Student Center. This was a de-stress event for students. Service dogs and fun stations with refreshments and goodies were provided.
- Many SGO members volunteered and worked in different areas at the College's Starry Night Event held on December 3, 2021.
- SGO Board members got together on December 10, 2021, for a lunch to celebrate the end of the semester.
- Preparation for elections and Constitution amendments have been tabled until the Spring.

Ms. Machado informed the Board that this would be her last Board meeting as SGO President. She will be graduating in December and transferring to a four-year College.

Mrs. Frager thanked Ms. Machado for attending the Board meetings, and her dedicated service to SGO. She asked Ms. Machado to share her future plans with the Board.

On behalf of the Board Mrs. Bream thanked all the students that volunteered at the Starry Night Event.

IV.E. Commissioner

The Honorable Stephen Wantz reported:

- He congratulated the College on the very successful Starry Night Event and stated he enjoyed the fabulous entertainment again this year.
- The Commissioners attended the Maryland Association of Counties (MACo) conference. The topic of discussion was the upcoming legislative session. He noted that this will be a very challenging session. Sessions will try to be held in-person and testimonies will be given virtually.
- Commissioner Wantz stated that COVID-19 continues to be a problem in Carroll. As of today, there are 47 COVID positive cases at Carroll Hospital Center. Forty of the forty-seven cases are not vaccinated. The Commissioners continue to urge all county residents to get vaccinated.
- For the next two weeks the county will be operating on a limited schedule.
- The Commissioners will hold their annual State of the County Address on January 10, 2022, at the Carroll Arts Center. As of today, this event will be held in-person. He reminded the Board that the county will have four new Commissioners next year and the potential for five. He encouraged the Board to please be mindful of those running for these positions.

Commissioner Wantz continued:

- On behalf of all his colleagues at North Center Street, he wished everyone a great holiday and a Happy New Year. He also reminded everyone to use best practices and common sense when gathering through the holiday season.
- He thanked the Board for all they do for the College. He also congratulated Mr. Kahlert for receiving the Good Scout Award.

Mr. Bollinger inquired that the Board would like to know who will potentially be running for the Carroll County Commissioners positions, so the Board can begin to have a dialogue with them before the June primary elections.

Commissioner Wantz indicated that he believes after the first of the year the candidates' names would be publicly available.

Mrs. Frager thanked Commissioner Wantz for his continued support. She also wished him and his colleagues a very happy holiday.

IV.F. Planning Advisory Council (PAC)

No report:

- The Planning Advisory Council meeting scheduled for December 6, 2021, was canceled. No report was given.
- The next meeting of the Council is Monday, February 7, 2022.

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

Mrs. Frager reminded the Board, as discussed at the start of the meeting, the Finance Committee would be reported by Mr. Alan Schuman, Executive Vice President of Administration, and the Personnel Committee Report would be reported by Dr. Rose Mince, Provost. She conveyed that all action items would be approved in one consent vote at the conclusion of each Committee's Report under section V.A. and V.B. on the Agenda.

Mr. Schuman reported:

1. Mr. Schuman presented a PowerPoint presentation on the highlights of the FY2022-2023 Operating Budget Request and noted that the final report will be submitted to the Board at their February 16, 2022, meeting for approval. The FY2023 Operating Budget Request was presented for information. Mr. Schuman answered questions from the Board and Commissioner Wantz.
2. Monthly Financial 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 November reports are not the audited final statement. A review of the financial statements for the period ending November 30, 2021, reveals normal and reasonable receipts and disbursements.

Recommended Motion: The Board acknowledge receipt of the November financial reports. Cumulative financial information will be annually audited and appropriate responses provided by the external auditors during the annual audit process.

3. Notice of grant awards for the Small Business Development Center for the Northern Region Grant Funding for Calendar Year 2022. Board Policy requires the Board of Trustees to approve the acceptance of all grants. Carroll Community College has received several grants from multiple sources to administer the activities of the Small Business Development Center (SBDC) for the Northern Region.

Mr. Schuman asked Dr. Koermer, Vice President of Continuing Education and Training, for her input on this SBDC Grant.

Dr. Koermer stated that the SBDC Grant is funded by State and Federal money, as well as the County monies, which are considered cash match gifts. She expressed her excitement that this grant is coming to Carroll. When SBDC holds their training classes, the College will be able to earn FTE for those enrolled students.

Mr. Schuman continued:

Dr. Koermer conveyed that the Miller Center is doing very well and looks forward to this new collaboration in support of Small Business growth within the County.

Recommended Motion: The Board accept the grants for the SBDC from the following entities in the amounts stated below:

- The University of Maryland in the amount of \$399,667;
- Carroll County Economic Development in the amount of \$58,000;
- Harford County Department of Community and Economic Development in the amount of \$30,000;
- Cecil County Economic Development in the amount of \$11,500; and
- Harford Community College Foundation in the amount of \$100,000.

4. Approval of Purchase Requisition over \$25,000. Purchase of new playground structure for the Littlest Learners Child Development Center.

The Board of Trustees Policy requires approval of all Purchase Requisitions amounting to over \$25,000. The playground structure currently in place is old and has started to come apart in some areas. The slide on the current structure has been deemed unsafe and is roped off from use. The playground has been in place since the center was opened in the K building in 2010. It was purchased from another center; therefore, the actual age of the current structure is unknown.

Funding for this project will come from the Child Care Stabilization Fund provided by the State of Maryland.

Recommended Motion: The Board of Trustees authorize the College to award the purchase of a new, age appropriate playground structure in an amount not to exceed \$40,000 to Premier Play & Park, Newton, MA, using funds provided in a grant by the State of Maryland.

5. Board of Trustees Policy requires approval of all Purchase Requisitions amounting to over \$25,000. The College invited proposals from qualified vendors to perform a Diversity, Equity, and Inclusion (DEI) audit and to provide detailed recommendations to direct the College's future DEI endeavors. The audit will examine the College's programs, policies, procedures, and practices regarding DEI and benchmark them against best practices in comparable institutions of higher education.

It is anticipated the audit will commence before the end of January 2022, with quarterly updates, a mid-term report no later than June 2022, and all deliverables December 2022.

The Board was provided with details of the proposals submitted.

Recommended Motion: The Board of Trustees authorize the College to award conducting a Diversity Audit of the College for an amount not to exceed \$49,000 to BDO USA, LLP, of Owings Mills, Maryland.

6. Board of Trustees Policy requires approval of all Purchase Requisitions amounting to over \$25,000. The College is seeking to purchase Ellucian CRM Recruit software as an add-on system to Ellucian Colleague. The Board was provided a full explanation of the extensive evaluation process and fees associated with the Ellucian CRM Recruit software.

Technology funds will be used for the first two years. Starting in July 2023, the annual fee will be incorporated into the operating budget. The Data Governance/Ellucian Committee endorsed moving to Recruit.

Mr. Schuman continued:

Recommended Motion: The Board of Trustees authorize the College to award the purchase of Ellucian CRM Recruit as add-on system to Ellucian Colleague with full integration over the five-year contract in an amount not to exceed \$281,509 to Ellucian, 2003 Edmund Halley Drive, Reston, VA 20191.

7. The Board of Trustees Policy requires approval of all Purchase Requisitions amounting to over \$25,000. The College is seeking to purchase Microsoft Unified Enterprise Support.

The College has standardized using Microsoft solutions for core services including directory services, security, operating systems for servers and workstations, application servers, collaboration, and Microsoft 365. The Microsoft infrastructure is critical to the College business function. With the rapid changes in technology and the constantly evolving cyber threat landscape, IT is recommending continuing the Microsoft support contract, but transitioning to the Unified Enterprise Support.

Services and additional provisions were provided to the Board.

Recommended Motion: The Board of Trustees authorize the College to award the purchase of Microsoft Unified Enterprise Support in an amount not to exceed \$50,034 to Microsoft Corporation, One Microsoft Way, Redmond WA 98052-6399, using the MEEC Microsoft Premier Services Contract MSA#U8720739.

8. Board of Trustees must approve all new policies. Vaccination, Testing, and Face Covering Policy pursuant to OSHA's Emergency Temporary Standard (ETS) on Vaccination and Testing (29 CFR 1910.501). On November 4, 2021, President Biden declared a vaccine mandate/testing provision for employers with more than 100 employees. The Department of Labor's Occupational Safety and Health Administration (OSHA) announced more details to ensure all employees are fully vaccinated or require unvaccinated employees to produce a Negative Test for COVID-19 on at least a weekly basis starting January 4, 2022.

Maryland has an OSHA-approved State plan. Even though workers at state and local governments (i.e., the College) are not covered by the federal OSHA, they enjoy protections under the State plan. State plans must be just as effective as federal OSHA plans in enforcing safe working conditions. Stated otherwise, the College needs to prepare as if the ETS will apply because workers at the College are protected under the State plan, which must adopt a standard that is at least just as effective as any plan under federal OSHA.

To meet the current January 4, 2022, deadline for compliance, the College is seeking approval of the attached policy which includes provisions required by the OSHA ETS related to the following:

- a. Employers must implement a mandatory COVID vaccination policy; or
- b. Establish and enforce a policy requiring employees who are not fully vaccinated to undergo weekly COVID testing

The policy recommendation is contingent upon final approval of the OSHA ETS and subsequent guidance from the Maryland Occupational Safety and Health (MOSH) a Division of Labor and Industry.

Recommended Action: The Board of Trustees approve the College's Vaccination, Testing, and Face Covering Policy effective immediately pending final approval by OSHA and MOSH. Further, the Board of Trustees authorize changes to the policy, if any, after final regulations are provided by OSHA and MOSH. In addition, if the proposed standard is not approved at the Federal level this policy will not be implemented.

Mr. Schuman entertained any questions from the Board.

Motion: Mrs. Nevius-Maurer moved that the Board of Trustees approve the College's recommendation for items A.2.– A.8. as proposed from the Finance, Facilities and Related Policies Committee . Mr. O'Callaghan seconded.

Motion status: Motion carried unanimously.

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

Dr. Mince reported:

1. The College proposed six new professional appointments to include Ryan Del Gallo, Senior Business Consultant, SBDC (CET); Suzanne Kristensen, Intake Assessment Coordinator, (CET); Bryan Laing, Training Director, SBDC (CET); Darren Peyton, Assistant Director, SBDC (CET); Maura Van Syckle, Business Consultant, SBDC (CET); and Amy Yingling, Regional Director, SBC (CET).

All professional Small Business Development Center employees will be effective on January 1, 2022. Suzanne Kristensen's effective date was November 29, 2021.

Recommended Motion: Moved that the Board of Trustees approve the appointments of the listed individuals.

2. One new support staff appointment includes Jacquelin Pfeiffer, Administrative Associate, Admissions, was provided to the Board for information.
3. One new temporary appointment included Jeanette Nichols, Advising Assistant, was provided to the Board for information.
4. The College informed the Board of five employee separations for Donyell Briggs, Campus Police Officer; Dr. Natalie Crespo, Director, Institutional Research; Elaine Kinsler, Environmental Services; Melissa Nicholson, Advising Associate; and Karla Rodriguez-Schultz, Student Support Specialist.

Mr. Bollinger wished Dr. Crespo best of luck in Raleigh, NC.

Motion: Mrs. Foster moved that the Board of Trustees approve the College's recommendation for item B.1. as proposed from the Personnel, Instruction and Related Policies Committee. Mrs. Bream seconded.

Motion status: Motion carried unanimously.

VI. Old Business/New Business

Mrs. Frager wished everyone a safe and happy holiday season and looks forward to seeing everyone in 2022.

VII. Dates of Upcoming Meetings and Events

Mrs. Frager reviewed upcoming meeting and activity dates.

Mrs. Frager asked for a motion to end the December 15, 2021, Board of Trustees' meeting. Mr. O'Callaghan moved to end the December 15, 2021, Board of Trustees' meeting. Mr. Bollinger seconded.

Motion status: Motion carried unanimously.

VIII. Adjournment

Mrs. Frager adjourned the meeting at 4:40 P.M.