

**CARROLL COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES**

**February 16, 2022
Approved**

BOARD MEMBERS PRESENT

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

STAFF PRESENT

Marianne Anderson
Rob Brown
Patricia Carroll
Clyde Johnson
Dr. Kelly Koermer
Dr. Rose Mince
Marsha Nusbaum
Alan Schuman
Laurie Shields
Steve Wantz

COMMISSIONER LIAISON

The Honorable Stephen Wantz

STUDENT GOVERNMENT

Dr. Kristie Crumley

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

Mrs. Frager asked for a round of applause to welcome our newly appointed Trustee, Mr. Greg Kahlert.

Mr. Kahlert thanked the Board and appreciated the honor and the opportunity to serve on Carroll’s Board. He conveyed that Carroll has always been near and dear to his heart, and has always been a big supporter of the College.

Hearing no corrections or additions to the Agenda of February 16, 2022, Mr. O’Callaghan moved for approval of the meeting Agenda, Mrs. Foster seconded. The February Agenda was unanimously approved

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

IV.A. President’s Report

Dr. James Ball reported:

1. Dr. Ball asked Dr. Mince, Provost, to provide an update on the Spring 2022 credit enrollment.
- Dr. Mince reported the College will submit the official third week census report for the semester. She indicated as of the first day of classes, headcount was down 7% and 9% in FTE. As of this meeting, we are down 5.6% in headcount, and 7.3% in FTE.

Dr. Ball thanked Dr. Mince for her report and thanked her staff for their continued efforts to increase enrollment.

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

Mr. Johnson reported:

- Mr. Johnson thanked the Board for their approval in December to accept BDO USA's proposal to lead us through the audit process, providing a gap analysis of Diversity, Equity, and Inclusion at Carroll. Currently, two major things are under way, identifying and forming a small steering team of faculty and staff to help lead the process, and a larger team of faculty, staff, students, and Board representatives to help inform the core team. This process will be led by Mr. Johnson with the help of Dr. Michelle Kloss, Associate Provost, Assessment and Institutional Assessment, who will specifically be the College's data subject matter expert. He shared the formation of a new Audit TEAMS site and the key documents gathered thus far for the Board.
- Mr. Johnson shared the Spring 2022 Professional Development and Learning Opportunities calendar, which includes the current Black History Month events, as well as Women's History Month in March. The Spring events are powerful and include online and in person events and even training through virtual reality (VR) in our Library. If you haven't experienced the VR Lab, now is your chance.
- Mr. Johnson invited the Board to campus on February 23, 2022, for *Escaping the Shadows*, this session will highlight some of the ways hope is essential for the work of racial justice and explore some examples of hope being realized in the world right now. This session will be facilitated by Pastor Marty Kuchma, from the St Paul UCC Church.
- Mr. Johnson also invited the Board to virtually participate on March 9, 2022, for *Women in Leadership*, in celebration of Women's History Month. Attendees will hear from various women of the College as they discuss how gender has played a role in their career path as well as words of wisdom to build confidence and resilience.

Mrs. Frager thanked Mr. Johnson for his report and complimented him on making these events conducive to everyone's schedules and comfort levels.

3. Dr. Ball shared a letter from the Middle States Commission on Higher Education (MSCHE) which thanked Dr. Michelle Kloss for her presentation during the MSCHE virtual Annual Conference *New Horizons for Higher Education*. MSCHE President Heather Perfetti, stated the information Dr. Kloss provided based on her many years of experience was immensely helpful to the audience. She also appreciated Dr. Kloss's willingness to participate and for embracing the opportunity to provide a virtual presentation.

Dr. Ball also shared an email he received from Dr. Raza Khan, Chair of Sciences speaking on behalf of student, David Zarta Mahecha, who started his higher education at Carroll in transitional mathematics. David began his studies at Carroll taking transitional mathematics courses, but his dedication and passion for STEM is so strong that he is now a Physics major who has completed the highest-level Science and Mathematics courses Carroll offers; and, he tutors high-level mathematics in the College's STEM Tutoring Center.

In addition, to mentoring from Associate Professor Dr. Maharroof, David completed an internship research project in Nuclear Physics at Catholic University of America. His research was so strong he was invited to present at MIT's Division of Nuclear Physics Virtual Conference. Dr. Kahn, who had attended a short presentation on campus, asked that we consider bringing David to a Board meeting to present on this experience.

The Board welcomed the opportunity to meet David and see his presentation at their March meeting; Dr. Ball will make the arrangements.

4. Dr. Ball provided a 2022 Maryland Association of Community Colleges (MACC) Legislative Agenda status update to the Board. He distributed a handout that provided a brief background on the issues along with their current status and briefly reviewed the seven bills presented.

Dr. Ball also provided a copy of the Association of Community College Trustees' (ACCT) United States *Build Back Better Act*, that has been passed in the House of Representatives, but not in the Senate. This handout provided the Board a section-by-section summary of titles and provisions relevant to community colleges.

5. Dr. Ball attended the virtual Student Advocacy Day on February 15, 2022. Approximately 250 students from around the State gathered virtually to hear Maryland legislators speak in support of community colleges and several legislators talked about their personal experience attending community colleges. After the opening session, Carroll students met virtually with the Carroll County Delegation. Unfortunately, this meeting coincided with House and Senate Sessions, which limited legislator attendance. Senator Ready was able to briefly attend and share his experience attending Carroll. However, students were able to speak with the legislative aides who attended the meeting about their goals. Students were highly complimentary of the College.

Dr. Ball also announced that the College will hold this year's Commencement ceremony in person at McDaniel College on May 25th. Specifics are still being discussed and will be shared with the Board as we move forward. He also noted that he is asking Delegate Susan Krebs to be this year's Commencement Speaker. Delegate Krebs was asked to speak at the 2020 Commencement, which was canceled due to COVID restrictions. Delegate Krebs has always been a staunch supporter of Carroll, and Dr. Ball feels this would be a great way to honor her as she steps down from her legislative career.

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:

- On February 10, 2022, a breakfast was held to celebrate the 25th anniversary of the President Society. Dr. Ball hosted this event and shared the College's strategic initiatives. A few instructors and students also spoke about the impact of the President Society's generosity on the tutoring center. The Foundation staff did an excellent job planning the event.
- Mr. Wantz advised the Board after discussions with the Foundation Board of Directors and staff, the extremely difficult decision was made once again to hold a virtual Book Fair in late May. This decision was based on many scenarios that were cost prohibitive and the uncertainty of the impact COVID might have on the event. More details will be shared with the Board at the March meeting.
- He announced that he is working with Dr. Mince and Dr. Kristie Crumley to inform perspective students of the many scholarship opportunities the Foundation has to offer for Fall 2022.
- The Foundation is a benefactor of a significant art collection from artist Robert O'Connor. The family of his estate desires to set up an Arts Scholarship Endowment, which is the first of its kind at Carroll in support of Arts majors. Some of the artwork will be displayed in the Babylon Great Hall and on May 13, 2022, a cocktail reception will be held to auction these beautiful pieces. Proceeds will go toward forming this endowment.
- The Planned Giving Advisory will be hosting another Retirement Seminar. This great information session provided by local professionals within the community will take place on May 24, 2022, at 5:00 pm in the Bollinger Family Conference Center (K100). A virtual component will also be offered.

Mr. Bollinger happily noted that at the President's Society Breakfast, one of our student speakers mentioned the great efforts of Mrs. Nusbaum, Director of Academic Services, for her influence of this student's accomplishments in furthering his education. Mr. Bollinger was very proud to have Mrs. Nusbaum as part of this College team. The Board applauded Mrs. Nusbaum.

Mr. Bollinger asked about the thought process in canceling the annual Book Fair Event. He was hoping the County was in a much better position from COVID restrictions to be able to hold this event in May.

Dr. Ball shared the difficult thought process that took place between the College Foundation's Executive Committee and representatives from Penguin Random House, who hosts this event each year.

IV.B. Academic Council

No report:

- The Council's next meeting will be held on Friday, March 4, 2022.

IV.C. Senate

Mrs. Nusbaum reported:

- The Senate met on Friday, February 11, 2022.
- Mr. Clyde Johnson presented and answered questions on Diversity, Equity, and Inclusion, that were posted on the College's Portal.
- Mrs. Nusbaum announced that Dr. Khan withdrew his Fall break proposal.
- A discussion took place related to Senate Teams meeting recordings. Comments will be forwarded to the TAG Committee for their consideration.
- The next meeting will be held on Friday, March 11, 2022.

IV.D. Student Government Organization (SGO)

Dr. Crumley reported:

- Dr. Crumley informed the Board that past SGO Chair, Sinan Machado and her sister graduated from Carroll in December with full honors. We wish them the best in their future endeavors.
- SGO has decided to change its monthly meeting location from the Board Room to the Student Center. They feel this would attract more student participation.
- SGO is working on changing their budget process to provide more flexibility on how they spend their dollars.
- Dr. Crumley shared the many SGO activities that took place on and off campus since this new semester began.
- Dr. Crumley reported that SGO Board elections are currently being held, and a new President will be announced in March.

IV.E. Commissioner

The Honorable Stephen Wantz reported:

- The Commissioner reported that as of last Thursday, the County positivity rate for COVID was about 7.2%. He anticipates this percentage to drop below 5% in the coming days. This would allow some relaxation of the stronger COVID restrictions applied throughout the County.

Commissioner Wantz continued:

- He also conveyed that masks are no longer required in the County office building, but strongly recommended.
- The vaccination rate in Carroll is at 79% and the State rate is at 95% . The Commissioners are strong advocates for vaccinations in partnership with the County Health Department. He noted that the Carroll County Health Department has stopped COVID testing at the Ag Center, but individuals can still be tested at the Health Department.
- Commissioner Wantz reminded the Board that the *2022 County Budget Update* will be held on February 17th at the Best Western Conference Center, and the *State of the County* will be held on February 22nd at the Carroll Arts Center.
- Commissioner Wantz was sorry to announce that Mr. Rob Burk, Comptroller for the County is leaving to take a position at Carroll County Public Schools as Chief Executive Officer. Rob has been a mainstay for Carroll County Government for many years, and he will be missed.
- Carroll County government is experiencing job resignations within senior and lower-level positions within the County. He conveyed that the County currently has in excess of 70 open positions. This has created many challenges and current staff are overworked. To help bolster morale, the Commissioners decided to issue the planned salary increase for FY 22/23 beginning March 1, 2022.
- The County is close to hiring the Chief Health Department Officer position.
- Commissioner Wantz remarked on what a great asset Mr. Kahlert will be as a new member of Carroll's Board of Trustees.

Mrs. Frager and Dr. Ball thanked the Commissioner for his support of the College.

IV.F. Planning Advisory Council (PAC)

The Planning Advisory Council met on Friday, February 7, 2022, via Teams.

- Dr. Kloss introduced Mr. Gregg Bricca the new Director of Institutional Effectiveness. Mr. Bricca began employment on January 24, 2022.
- Dr. Mince and Dr. Kelly Koermer, Vice President of Continuing Education, presented an overview of the Institutional Effectiveness (IE) measures report.
- The Council conducted its mid-year assessment of the College's strategic initiatives through an examination of the College's Institutional Effectiveness Measures, and of its progress on tasks in the College's FY2022 Strategic Plan.
- Mr. Schuman, Executive Vice President of Administration, provided an update on the FY2022-2023 Operating Budget Request and also presented an Administrative Services Assessment Report for FY2021.
- PAC will meet next on Monday, March 7, 2022.

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

Mr. Schuman echoed Commissioner Wantz's statements about the County's challenges in recruiting and retaining employees. He indicated that the College is facing similar challenges.

- Mr. Schuman updated the Board on the FY2022-2023 Operating Budget Request and presented a brief PowerPoint to the Board.
- Mr. Schuman reported that the Fiscal Year 2023 Budget Request is essentially the same as previously discussed in detail at the December 2021 Board meeting. An Executive Summary highlighting significant factors was provided in the Board materials.

The Board and the Commissioner asked questions about Mr. Schuman’s FY2023 budget update.

Mrs. Nevius-Maurer reported:

1. The Board of Trustees must approve the annual budget request pursuant to the Board of Trustees Policy Manual. Annually, the College prepares an operating budget effective July 1 of the upcoming fiscal year. The budget development process seeks to match resources with expenditures required to fulfill the mission of the College.

Recommended Motion: Mrs. Nevius-Maurer moved that the Board of Trustees approve the Fiscal Year 2022-2023 Proposed Operating Budget and authorize the President to transmit it to the Board of Carroll County Commissioners for their review. Mr. O’Callaghan seconded.

Motion status: Motion carried unanimously.

Mrs. Bream reported:

2. The Board must approve the Tuition and Fee Structure of the College pursuant to the Board of Trustees Policy. The College charges tuition and fees. In conjunction with the development of the annual operating budget, the Tuition and Fee Structure is reviewed. The Board of Trustees needs to approve, in conjunction with FY2023 budget request, a Tuition and Fee Structure, effective Summer Session 1.

There is no tuition increase being recommended for in-County rates.

There is a 1.8% increase being recommended for out-of-county students and a 2.96% increase for out-of-state students in order to remain compliant with State Law.

Mrs. Bream noted that the Allied Health Science Lab fee was increased to \$25 per credit hour. This increase was necessary to supplement the cost increase of the software needed.

Recommended Motion: Mrs. Bream moved that the Board approve the revised Tuition and Fee Structure for the tuition increase, effective Summer Session 1 – 2022 for Credit Students and Fall Session 2022 for Continuing Education and Training. Mrs. Nevius-Maurer seconded.

Motion status: Motion carried unanimously.

3. Financial monthly reports are provided to the Board of Trustees to keep the Board informed of the on-going status of the College’s financial activities. A review of the financial statements for the periods ending December 31, 2021, and January 31, 2022, reveals normal and reasonable receipts and disbursements. These reports are not the audited final statement.

Recommended Motion: Mrs. Bream moved that the Board acknowledge receipt of the December and January financial reports. 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.

Mr. O’Callaghan reported:

4. The Non-Operating Budget Funds were provided to the Board for information only.
5. The College will provide a Quarterly Report reflecting items purchased in excess of \$10,000 and less than \$25,000 for information to include ongoing contracts, blanket purchase orders for monthly expenditures, training partnerships, and purchase requisitions in excess of \$10,000, but less than \$25,000.

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.

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

Mr. Bollinger reported:

1. The Board of Trustees must approve all new or revised policies. In 2021, Juneteenth became the first new federal holiday created by Congress in nearly four decades. Juneteenth commemorates the emancipation of enslaved African American people. It is also often observed for celebrating African American culture. Originating in Galveston, Texas, it has been celebrated annually on June 19th in various parts of the United States since 1865.

The College is recommending adding Juneteenth as a recognized holiday in the operating calendar. This supports the College’s commitment to Compass Priority III, Diversity and Global Citizenship.

Upon final approval, the College will amend its academic calendar for FY2022 and thereafter, to include the Juneteenth holiday as it coincides with the official Federal day of observance each year.

Recommended Action: Mr. Bollinger moved that the Board of Trustees approve adding Juneteenth as a recognized holiday to the College’s Holiday and Recess Time effective immediately. This recognition of Juneteenth will have an educational component on or around the holiday. Mrs. Foster seconded.

Motion status: Motion carried unanimously.

Mrs. Foster reported

2. The College proposed two new professional appointments to include Gregory Bricca, Director of Institutional Effectiveness, effective January 24, 2022, and Cheryl Geary, Nursing Faculty Member, effective January 10, 2022.

Recommended Motion: Mrs. Foster moved that the Board of Trustees approve the appointments of Gregory Bricca and Cheryl Geary. Mr. Bollinger seconded.

Motion status: Motion carried unanimously.

3. Three new support staff appointments include Molly Allen, Student Support Specialist (CET), effective January 10, 2022; Christian Foerster, Science Lab Technician 1, effective February 7, 2022; and Brenna Preston, Teacher, Child Development Center, effective January 24, 2022. These new appointments were provided to the Board for information.
4. Changes of status for support staff include Patricia Campbell from Records Associate to Testing Technician; Dr. Michelle Kloss from Associate Provost, Assessment and Institutional Research to Associate Provost, Assessment and Institutional Effectiveness; Elizabeth Loats from Student Support Specialist to Advising Associate; and Suzanne Stultz from Instructional Technician-1 Testing Center to Testing Center Specialist. This information was provided to the Board for information only.

Mrs. Foster continued:

5. Four new temporary appointments were provided to the Board for information.
6. The College informed the Board of two employee separations for Daniel Chiveral, Environmental Services Specialist and Taylor Dimas, Testing Center Specialist.

VI. Old Business/New Business

Mrs. Frager reminded the Board they will remain after the March 16th Board meeting to discuss their annual self-evaluation.

Mr. Bollinger recognized the passing of Mr. Richard (Dick) Lindsay, Project Manager for Carroll County Bureau of Building Construction. Mr. Lindsay contributed in the construction of many buildings on this campus.

VII. Dates of Upcoming Meetings and Events

Mrs. Frager reviewed upcoming meeting and activity dates.

Mrs. Frager asked for a motion to end the February 16, 2022, Board of Trustees' meeting. Mrs. Bream moved to end the February 16, 2022, Board of Trustees' meeting. Mrs. Nevius-Maurer seconded.

Motion status: Motion carried unanimously.

VIII. Adjournment

Mrs. Frager adjourned the meeting at 7:35 P.M.