

**CARROLL COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
MINUTES**

**March 16, 2022  
Approved**

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT- EXCUSED

Sherry-Le Bream

COMMISSIONER LIAISON

The Honorable Stephen Wantz

STUDENT GOVERNMENT

April Stevens

STAFF PRESENT

Marianne Anderson  
Gregg Bricca  
Rob Brown  
Patricia Carroll  
Clyde Johnson  
Dr. Raza Khan  
Dr. Kelly Koermer  
Robert Krzanowski  
Dr. Sithy Maharooof  
Dr. Rose Mince  
Marsha Nusbaum  
Alan Schuman  
Laurie Shields  
Susan Sies  
Steve Wantz

Board of Trustee Chair, Kelly Frager, called the meeting to order at 5:50 P.M. and led the opening exercises.

Mrs. Frager indicated that the Finance, Facilities, and Related Policies Committee added three exhibits to the March 16, 2022, Agenda to include exhibits V.A.3., V.A.4. and V.A.5. Mrs. Frager asked for a motion to approve the amended Agenda. Trustee O’Callaghan moved for approval of the amended meeting Agenda; Trustee Nevius-Maurer seconded. The March Agenda was unanimously approved as amended.

Trustee Foster moved that the minutes of February 16, 2022, be approved; Trustee Nevius-Maurer seconded. The February minutes were unanimously approved.

IV.A. President’s Report

Dr. James Ball, President, reported:

1. Dr. Ball invited Associate Professor Sithy Maharooof to introduce student presenter, Mr. David Zarta.

Dr. Maharooof thanked Dr. Ball and the Board for inviting her student to share his presentation. She also thanked Dr. Raza Khan, Chair of Sciences, for his leadership of the Science Department. She shared a little of Mr. Zarta’s background and indicated that he is a physics major at Carroll and will be the fifth student graduating from the physics program. Dr. Maharooof stated that she was grateful for the honor of introducing Mr. Zarta to the Board.

Mr. Zarta thanked the Board and Dr. Ball for the invitation to share his research work. He completed his internship research project in Nuclear Physics at Catholic University of America, which was proudly sponsored by the National Science Foundation (NSF). He provided the Board with an overview of his research that he also presented at the 2021 MIT Physics conference. He answered questions and shared his current considerations for further study at four-year institutions.

Dr. Ball and the Board applauded Mr. Zarta’s impressive presentation.

2. Dr. Ball asked Dr. Rose Mince, Provost, to present the 2022 Spring Enrollment Analysis Report.  
Dr. Mince reported:

The Board calendar calls for a Spring Enrollment analysis based on data as of the official census date at the end of the third week of classes. Dr. Mince thanked Mr. Gregg Bricca, Director of Institutional Research, for preparing this report.

Dr. Mince shared a few excerpts from various publications related to student enrollment data throughout the country and the State.

Dr. Mince reviewed the nine-page report provided to the Board and indicated a correction was needed on page two...the first bullet should read (-9.5%) not (9.5%). This report included general data and charts for the Board to review. Spring 2022 enrollment declined from last year (-5.8%); however, the decline in headcount is less than both the 2021 Spring-to-Spring decline (-8.3%) and the most recent Fall-to-Fall comparison (-9.5%). Overall, the Fall-to-Spring retention rate is consistent with last Spring.

Dr. Mince indicated that in comparison with the 15 Maryland community colleges, Carroll was tied at fifth place with FTEs down by (-7.4%) and headcount down by (-5.9%).

Face-to-face instruction compromises half of Spring course enrollments. The reduction in the enrollment in online synchronous (R-Sync) courses has continued; at the same time, online asynchronous course enrollment has increased.

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

Mr. Johnson updated the Board on three areas: Student Identity Based Clubs, The DEI Audit, and DEI Trainings.

He shared that a Black Student Union (BSU) was organized by several interested Black students and was approved by the SGO Board on March 15, 2022. Students also decided to organize a Muslim Student Association (MSA).

He advised the DEI Audit is delayed due to contract discussion between the two procurements offices and attorneys.

Mr. Johnson stated that DEI training needs on campus will include training opportunities based on the needs of each department. For example, DEI Campus Police Training will be provided by Fair and Impartial Policing, LLC. (FIP) which conducts DEI training specifically for police by police and addresses factors such as gender, sexual orientation, religion, socio-economic status, and so forth, not just racial/ethnic bias.

Mr. Johnson also highlighted a new training opportunity and partnership with Continuing Education & Training. A three-part Diversity Training pilot series is under development that will be used as a model from which other trainings will be developed on campus. The model will use in-house trainers for portions of the skills training, and outside content experts based on the needs of each division. The program begins in April and occurs every other month through August.

4. Dr. Ball provided the Board with the College's COVID-19 Response Update.
5. Dr. Ball informed the Board there was nothing new to report on the legislative front.

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 informed the Board that the Foundation Board met with their outside financial managers to make sure the Foundation is proactive on current investments. He shared the specifics of this meeting.

The Foundation currently has over \$357,000 in student scholarships available for FY2023.

The Foundation is launching its Inaugural E-Newsletter to promote areas of giving. It will be distributed quarterly.

Mr. Wantz shared upcoming Foundation events with the Board.

Mrs. Frager congratulated Mr. Wantz and his staff for the Foundation's 2021 Annual Report that everyone received in the mail last week.

Dr. Ball informed the Board that due to unfilled positions on campus, the College decided to use this surplus to provide stipends to employees in their pay of April 15, 2022, to help employees during this difficult economic time.

#### IV.B. Academic Council

Mr. Robert Krzanowski, Academic Council President, reported that he was unexpectedly unable to attend the February Board meeting. Therefore, he reported on the January – March Academic Council meetings:

January 7, 2022: Nineteen proposals and one information item on various courses were submitted and approved by the Academic Council. Mr. Krzanowski reviewed these proposals with the Board.

February 4, 2022: Four course proposals were submitted to include Criminal Justice, Introduction to Evolution, Positive Psychology, and Carroll Community College Course Audit Policy Revision.

March 4, 2022: Meeting was canceled due to lack of proposals.

The Council's next meeting will be held on Friday, April 1, 2022.

#### IV.C. Senate

Mrs. Marsha Nusbaum, Senate President, reported:

Dr. Kelly Koermer, Vice President of Continuing Education & Training, was the guest speaker and provided a thorough snapshot of the Continuing Education & Training Center.

Mrs. Nusbaum shared that Juneteenth would be added to the College's holidays and recess time for employees.

Ms. Vini Desai, the Community Resource Liaison, shared information on Student Care and Integrity Focus groups that she will be holding in April.

Mrs. Nusbaum announced open positions for officers on the Senate that need to be filled by June.

The next Senate meeting will be held on Friday, April 8, 2022.

#### IV.D. Student Government Organization (SGO)

Ms. Abigail Stevens, newly elected SGO President, reported:

Ms. Stevens introduced herself and shared her background and leadership skills with the Board.

Mrs. Frager welcomed Ms. Abigail Stevens to the Board of Trustees' meetings.

Ms. Stevens indicated that SGO had a slow start to this semester. Currently there are only four members on the Governance Board compared to the standard seven. SGO will work on updating their election process, so they are not placed in this situation again.

SGO plans to reach out to students to make them aware of the support and resources available to them through the College.

#### IV.E. Commissioner

The Honorable Stephen Wantz, Commissioner Liaison to the Board of Trustees, reported:

Commissioner Wantz reported that they are continuing to deal with COVID-19 related issues and continue to make sure County citizens are mindful of the fact that it has not gone away.

The Commissioners will receive the annual recommended budget on March 22, 2022, and agency hearings will be held thereafter.

The County has contracted the services of the Segal Group to conduct a comprehensive assessment of the County government's organization, operations, and compensation, as well as to recommend opportunities for a path forward while taking into consideration workforce trends. Commissioner Wantz shared some of the early findings and recommendations from this study. The next phase will culminate in June 2022.

The County continues to monitor and limit the number of people who are allowed to attend in-person meetings in the County Office Building.

#### IV.F. Planning Advisory Council (PAC)

Mrs. Nevius-Maurer reported:

The Planning Advisory Council (PAC) met on Monday, March 7, 2022.

The Council welcomed Mr. Gregg Bricca, the new Director of Institutional Research.

Dr. Melody Moore, Associate Provost of Program Development & Partnerships, and Mr. Steve Berry, Senior Director of Career & Continuing Professional Education, presented a Curriculum Development Committee overview and update. Dr. Moore and Mr. Berry serve as Co-Chairs of the Committee.

Dr. Mince, Dr. Moore, and Dr. Michelle Kloss, Associate Provost of Assessment & Institutional Research, conducted an Academic Assessment Overview.

The next meeting of PAC is Monday, April 4, 2022.

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

Trustee O'Callaghan asked Mr. Schuman, Executive Vice President of Administration, to provide the FY2022-2023 Budget Update.

1. Mr. Schuman provided the FY2022-2023 Operating Budget Request to update the Board on the County's recommendation to the Commissioners. The College is scheduled to meet with the Commissioners on March 31, 2022, at 11:00 A.M.

Mr. O'Callaghan reported:

2. 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. The February reports are not the audited final statement.

A review of the financial statements for the period ending February 28, 2022, reveals normal and reasonable receipts, disbursements, and encumbrances.

**Recommended Motion:** Trustee O’Callaghan moved that the Board acknowledge receipt of the February financial reports. Cumulative financial information will be annually audited, and appropriate responses provided by the external auditors during the annual audit process; Trustee Nevius-Maurer seconded.

**Motion Status:** Motion carried unanimously.

3. The Board of Trustees Policy requires approval of all Purchase Requisitions amounting to over \$25,000. The installation of water bottle filling stations campuswide.

**Recommended Motion:** Trustee O’Callaghan moved that the Board of Trustees authorize the College to award a construction contract, not to exceed \$200,000 to Lyons Construction Company; Trustee Kahlert seconded.

**Motion Status:** Motion carried unanimously.

Mrs. Nevius-Maurer reported:

4. The Board of Trustees Policy requires approval of all Purchase Requisitions amounting to over \$25,000. Childcare Renovation to include Rooms K122 and K134.

**Recommended Motion:** Trustee Nevius-Maurer moved that the Board of Trustees authorize the College to award a construction contract, not to exceed \$85,000 to Lyons Construction Company; Trustee O’Callaghan seconded.

**Motion Status:** Motion carried unanimously.

5. The Board of Trustees Policy requires approval of all Purchase Requisitions amounting to over \$25,000. The construction of an additional single-user restroom.

**Recommended Motion:** Trustee Nevius Maurer moved that the Board of Trustees authorize the College to award a construction contract, not to exceed \$100,000 to Lyons Construction Company. Trustee O’Callaghan seconded.

**Motion Status:** Motion carried unanimously.

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

Mr. Bollinger reported:

1. The Board must approve all pay increases. The College proposes that the minimum starting salary for Nursing Faculty be increased, effective with our most recent hire who started on March 7, 2022.

**Recommended Motion:** Trustee Bollinger moved that the Board approve the starting salary change for Nursing Faculty; Trustee Foster seconded.

**Motion Status:** Motion carried unanimously.

Mr. Kahlert reported:

2. The College proposed one new professional appointment to include Jenna Wolford, Nursing Faculty Member, effective March 7, 2022.

**Recommended Motion:** Trustee Kahlert moved that the Board of Trustees approve the appointment of Jenna Wolford; Trustee Bollinger seconded.

**Motion status:** Motion carried unanimously.

**Mrs. Foster reported:**

3. Four new temporary appointments were provided to the Board for information.

**VI. Old Business/New Business**

Mrs. Frager wanted to share with the Board that she and Mr. O'Callaghan had the privilege of attending an event in which Dr. Ball and his band were performing. She added that it was fun to see him in a different role.

**VII. Dates of Upcoming Meetings and Events**

Mrs. Frager reviewed upcoming meeting and activity dates.

Trustee Frager asked for a motion to end the official March 16, 2022, Board of Trustees' meeting and meet in a closed Executive Session to discuss an issue of general administrative and legal consideration. Trustee Foster moved to end the official March 16, 2022, Board of Trustees' meeting and meet in a closed Executive Session; Trustee Nevius-Maurer seconded.

**Motion status:** Motion carried unanimously.

**VIII. Adjournment**

Trustee Frager adjourned the meeting at 7:42 P.M.