

**CARROLL COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES**

**April 20, 2022
Approved**

BOARD MEMBERS PRESENT

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

COMMISSIONER LIAISON

The Honorable Stephen Wantz

STUDENT GOVERNMENT

Dr. Kristie Crumley

STAFF PRESENT

Marianne Anderson
Rob Brown
Patricia Carroll
Clyde Johnson
Dr. Kelly Koermer (via conference call)
Robert Krzanowski
Dr. Rose Mince
Marsha Nusbaum
Alan Schuman
Laurie Shields
Steve Wantz

Board of Trustee Chair, Kelly Frager, called the meeting to order at 5:45 P.M. and led the opening exercises.

Hearing no corrections or additions to the Agenda of April 20, 2022, Trustee O’Callaghan moved for approval of the meeting Agenda; Trustee Foster seconded. The April Agenda was unanimously approved.

Dr. Rose Mince, Provost, noted on page three of the March minutes the SGO President’s name is listed as April Stevens, and should be Abigail Stevens. Trustee Foster moved that the minutes of March 16, 2022, be approved with one correction; Trustee Nevius-Maurer seconded. The March minutes were unanimously approved as amended.

IV.A. President’s Report

Dr. James Ball, President, reported:

1. Dr. Ball asked Trustee Frager to present the Nomination for the College Medal and Distinguished Alumna Award.

Trustee Frager reported upon the recommendation of the Carroll Community College Alumni Advisory Committee, the College recommends to the Board of Trustees that Marcia McMullin, be awarded the College Medal and be honored as Distinguished Alumna at the Commencement 2022 exercises. She preceded to read Ms. McMullin’s accomplishments in recognition of her dedication, distinguished achievement, and significant contributions to our community.

Recommended Motion: Trustee Frager moved in recognition of her distinguished achievement in the field of health care, for her service to Carroll County and the State of Maryland, her efforts to improve the quality of life in Carroll County, and her distinguished academic achievement in her field of study, the President and the Chair of the Board of Trustees bestow the Carroll Community College Distinguished Alumna Award and the College Medal of Honor to Marcia McMullin, to be conferred at Carroll Community College’s 29th Commencement Exercise on May 25, 2022. Trustee Bollinger seconded.

Motion Status: Motion carried unanimously.

2. Dr. Ball asked Board Vice Chair Mary Kay Nevius-Maurer to present the Carroll Community College Medal of Honor Nominations.

Trustee Nevius-Maurer reported that the College nominated Trustee Sherri-Le Bream and Trustee Kelly Frager for their distinguished service to the Board of Trustees. Their many accomplishments were provided to the Board.

Recommended Motion: Trustee Maurer moved that in recognition for their distinguished leadership and exceptional service, the President and the Board of Trustees recommend awarding the Carroll Community College Medal of Honor to Trustee Sherri-Le Bream and Trustee Kelly Frager, to be conferred at Carroll Community College's 29th Commencement Exercise on May 25, 2022. Trustee O'Callaghan seconded.

Motion Status: Motion carried unanimously.

The Board thanked their colleagues for their steadfast leadership and service to the Board.

3. Dr. Ball distributed a summary provided to him from the MACC Legislative Committee for the 2022 Legislative session. He reviewed the "End of Session Report" and some of the Legislative highlights listed with the Board. Dr. Ball stated, "this was a record-breaking year in terms of increased funding for Community Colleges".
4. Dr. Ball invited Mr. Clyde Johnson, Executive Director, Diversity, Equity, and Inclusion, to provide his monthly report to the Board.

Mr. Johnson reported that the DEI Committee assembled a multidisciplinary team comprised of Faculty and Staff from Student Engagement, Institutional Effectiveness, Continuing Education and Training, Financial Aid, Advising Services, and Admissions known as "The Diversity Audit Core Team" to support the BDO Audit team's work. In addition to the Core Team, he is working with individual offices to provide data that is needed to complete the audit.

Mr. Johnson indicated that the BDO Team will reach out to Board members in June, as part of the Audit process.

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 provided the Board with a "Save the Date" card for the Annual Book Fair taking place on May 21, 2022. He noted the in-person component will be held outdoors in the Amphitheater from 10:00 am – 2:00 pm.

The O'Connor Art Collection Exhibit and Auction that was previously mentioned has been rescheduled to take place on September 7, 2022. More information on this event will be forthcoming. The art display will continue to hang in the Babylon Great Hall throughout the summer.

The Annual Faculty and Staff Giving Campaign has officially begun today.

He reported that the Foundation Board issued a Request for Proposal (RFP) for Investment Management Services to at least ten firms that specialize in institutional investments. Bids are due back by June 3, 2022.

6. Dr. Ball informed the Board that he and Dr. Mince, attended the Police and Correctional Entry Level Training (PELT) Academics Graduation and Awards Ceremony on Friday, April 1, 2022. Dr. Ball asked Commissioner Wantz to share his comments on this impressive annual event.

Commissioner Wantz agreed that the awards ceremony was indeed impressive. He reported that he is very proud that the Academy was created during the current Board of Commissioners term in office. The collaboration between the College and local jurisdictions has remarkably expanded over the years. He thanked the College for their participation in furthering the graduates education.

Dr. Ball thanked the Commissioners for their steadfast support of this program.

Dr. Ball shared a document listing the 2022 Maryland Primary Election Candidates with the Board.

IV.B. Academic Council

Mr. Robert Krzanowski, Academic Council President reported:

Academic Council met on Friday, April 1, 2022.

Four proposals and one information item on various courses were submitted and approved by the Academic Council. Mr. Krzanowski provided the details of these proposals.

The next meeting will be held on Friday, May 6, 2022.

IV.C. Senate

Mrs. Marsha Nusbaum, Senate President reported:

The Senate met on Friday, April 8, 2022.

Dr. Ball attended to respond to employee concerns about the Pro-Life Demonstration on campus held in early March. He also shared clarification of the employee reclassification process. In addition, he also announced that two meetings will be held in the first week of May for supervisors and administrative assistants to discuss their concerns and work out solutions related to the efficiency and security of the current I-9 process at Carroll.

Dr. Mince was the guest speaker and provided curriculum updates, transfer legislation and regulations, and strategic plan updates.

The next meeting will be held on Friday, May 13, 2022.

IV.D. Student Government Organization (SGO)

Dr. Kristie Crumley, Associate Provost, Student Affairs and Marketing:

Dr. Crumley indicated that Abigail Stevens, SGO President, was unable to attend tonight's meeting.

SGO held a drug awareness activity in the Babylon Great Hall today that was sponsored by the Resources, Empowerment, Advocacy, and Community Health Committee (REACH). This event provided many activities and information centered around drug addiction.

SGO has finished accepting Board applications for Fall 2022 positions. Dr. Crumley indicated that Abigail is running unopposed for SGO President, and looks forward to providing her reports to the Board.

The SGO Student Leadership Recognition Ceremony will take place on Tuesday, May 10, 2022 at 3:00 pm in the Scott Center Theater.

SGO will hold a summer kick-off event on Friday, May 13, 2022, to celebrate the end of classes and the beginning of Summer.

SGO will be giving out Bamboo plants tomorrow in the Great Hall in celebration of Earth Day .

IV.E. Commissioner

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

Trustee Frager offered a sincere note of thanks on behalf of the Board to the Commissioners on their support of the College during the FY23 Budget process.

Commissioner Wantz stated that it was the Commissioners' honor to support the College.

The Commissioner thanked the College for holding the Drug Treatment Court Graduation Ceremony on the College campus on April 13, 2022. This is a remarkable rehabilitation program for drug and alcohol addiction.

The public hearing on the FY2023 Budget Process will take place on May 10, 2022, at the Carroll Arts Center.

As discussed last month, the County contracted the Segal Group to conduct a comprehensive assessment of the County government's organization, operations, and compensation. The Commissioners have reviewed the report and are implementing recommendations as feasible. The County will be conducting a nationwide search to fill three senior level positions. Internal candidates are welcomed to apply.

The Commissioner shared upcoming events:

- April 27, 2022 - The 50th Anniversary of the Bureau of Aging and Disabilities
Location: Westminster Senior Center
Time: 10:00 am
- May 15, 2022 – The First Annual Veterans Celebration
Location: Carroll County Farm Museum
Time: 12:00 – 4:00 pm

The Commissioner thanked the College for their continued support.

IV.F. Planning Advisory Council (PAC)

Trustee Bream reported:

The Planning Advisory Council met on Monday, April 4, 2022.

Mr. Greg Bricca, Director of Institutional Research, provided a Spring Enrollment overview.

Dr. Mince, Dr. Moore, Associate Provost of Program Development and Partnerships, and Dr. Michelle Kloss, Associate Provost of Assessment & Institutional Research, provided an overview of a new assessment initiative, "Assessment Snapshots" that will be undertaken in all areas. Trustee Bream stated that the Assessment Snapshot is a consistent reporting tool and will be helpful in the Strategic planning process.

Ms. Davis, Chief Information Officer, provided an informative Technology Advisory Group (TAG) update of the College's Technology 2021-2025 Master Plan. Trustee Bream shared the many accomplishments that Ms. Davis's team provided throughout the College and the ongoing technology challenges that they face.

Mr. Alan Schuman, Executive Vice President of Administration, provided a budget update to PAC.

The next meeting is Monday, May 2, 2022 at 3:00 P.M.

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

Trustee Bream reported:

1. Financial monthly reports are provided to the Board of Trustees to keep the Board informed of the status of the College's monthly financial activities. The March reports are subject to audit.

Trustee Bream continued:

Financial statements for the period ending March 31, 2022, revealed normal and reasonable receipts, disbursements and encumbrances.

Recommended Motion: Trustee Bream moved that the Board acknowledge receipt of the March financial reports. Cumulative financial information will be annually audited and appropriate responses provided by the external auditors during the annual audit process. Trustee O’Callaghan seconded.

Motion Status: Motion carried unanimously.

2. Board of Trustees Policy requires approval of all Purchase Requisitions amounting to over \$25,000. External Audit Contract for the College only, conducted in FY23 and FY22.

Recommended Motion: Trustee Bream moved that the Board of Trustees approve the hiring of CliftonLarsonAllen, LLP of Timonium, MD, in an amount not to exceed \$49,600. Trustee Nevius-Maurer seconded.

Motion Status: Motion carried unanimously.

Trustee Nevius-Maurer reported:

3. Board of Trustees Policy requires approval of all Purchase Requisitions amounting to over \$25,000. Purchases were to replace end-of-life servers for the College’s video surveillance system.

Recommended Motion: Trustee Nevius-Maurer moved that the Board of Trustees authorizes the College to award the purchase of Dell PowerEdge servers in an amount not to exceed \$35,000 to Dell Technologies, Round Rock, Texas, Maryland Education Enterprise Consortium (MEEC) Hardware Agreement 2017-2026 Contract #UMD-972016. Trustee O’Callaghan seconded.

Motion Status: Motion carried unanimously.

4. The Board of Trustees Policy requires approval of all Purchase Requisitions amounting to over \$25,000. This purchase from Amtek Company, Inc. consists of trading in our industrial-grade Stratasys 30 Prime Polyjet 3D Printer (3DP) for a new J55 Prime Polyjet 3D Printer, which is the newest state-of-the-art version of this 3D Printing Technology. This printer will support the Digital Design and Fabrication program. A detailed list of items to be purchased was provided to the Board.

Recommended Motion: Trustee Nevius-Maurer moved that Board of Trustees authorize the College to award the purchase of the above-listed items for the Digital Fabrication Lab in an amount not to exceed \$77,000 to the Amtek Company, Inc. of Arnold, Maryland using Howard County Public School System Contract # 039.20.B5. Trustee Bream seconded.

Motion Status: Motion carried unanimously.

Trustee O’Callaghan reported:

5. The Single Audit Analysis for FY2021 and its findings was provided to the Board for information.
6. The Non-Operating Budget Funds was presented to the Board for information.
7. The College provided 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

Trustee Foster reported:

1. The College proposed one new professional appointment to include Kenneth Osterritter, Coordinator, Auxiliary Services, effective April 4, 2022.

Recommended Motion: Trustee Foster moved that the Board of Trustees approve the appointment of Kenneth Osterritter. Trustee Bollinger seconded.

Motion status: Motion carried unanimously.

2. The College proposes one new support staff appointment for Jordan Longo, Campus Police Officer, effective April 4, 2022.

Trustee Bollinger reported:

3. Five new temporary appointments were provided to the Board for information.
4. The College informed the Board of five employee separations to include LuAnn Gamber, Nursing Faculty Member; Darlene Hall, Accounts Receivable Specialist; and Skylar, Jennell; Environmental Services Specialist.

VI. Old Business/New Business

Trustee Frager appointed Trustees Bollinger and O'Callaghan to serve on the Board of Trustees Nominating Committee for the 2022-2023 slate of Board Officers and asked them to provide their report at the May Board Meeting.

Recommended Motion: Trustee Bream moved that the 2022-2023 Board of Trustees Nominating Committee consist of Trustees Bollinger and O'Callaghan. Trustee Nevius-Maurer seconded.

Motion status: Motion carried unanimously.

VII. Dates of Upcoming Meetings and Events

Trustee Bollinger shared that the *First Biennial Faculty Art Exhibit* is being held in the Scott Center Art Gallery from March 1-May 28, 2022. He suggested that the Board visit the exhibit after the Board dinner on May 18th. The Board unanimously agreed.

Trustee Frager reviewed upcoming meeting and activity dates.

Trustee Frager asked for a motion to end the official April 20, 2022, Board of Trustees' meeting and meet in a closed Executive Session to discuss an issue of general administrative and legal consideration. Trustee O'Callaghan moved to end the official April 20, 2022, Board of Trustees' meeting and meet in a closed Executive Session; Trustee Bollinger seconded.

Motion status: Motion carried unanimously.

VIII. Adjournment

Trustee Frager adjourned the meeting at 7:03 P.M.