

**CARROLL COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES**

**May 18, 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

COMMISSIONER LIAISON

The Honorable Stephen Wantz

STUDENT GOVERNMENT

Ms. Abigail Stevens

STAFF PRESENT

Marianne Anderson
Rob Brown
Trish Carroll
Dr. Kristie Crumley
Clyde Johnson
Dr. Kelly Koermer
Dr. Rose Mince
Marsha Nusbaum
Michael O'Neal
Alan Schuman
Laurie Shields
Steve Wantz

The May meeting was held virtually on MS Teams as a precaution, due to a recent increase in COVID cases on campus.

Board of Trustee Chair, Kelly Frager, called the meeting to order at 5:00 P.M. and led the opening exercises.

Hearing no corrections or additions to the Agenda of May 18, 2022, Trustee Foster moved for approval of the meeting Agenda; Trustee O'Callaghan seconded. The May Agenda was unanimously approved.

Trustee Nevius-Maurer moved that the minutes of April 20, 2022, be approved; Trustee Bream seconded. The April minutes were unanimously approved.

Trustee Frager thanked Dr. Ball for his concern to hold the meeting virtually and thanked the Board and guests for their flexibility to attend tonight's meeting virtually.

IV.A. President's Report

Dr. James Ball, President, reported:

Prior to delivering his scheduled report, Dr. Ball provided the Board with current number of COVID cases throughout the College so far in the month of May, which were on the rise.

1. Dr. Ball thanked those Board members who attended the 2022 MACC Trustee Leadership Conference and Gubernatorial Forum on April 28, 2022, at Anne Arundel Community College. The Executive Director of MACC provided a summary of a very successful Legislative year. Dr. Ball and the Trustees shared their thoughts on the panel discussion with the nine Gubernatorial incumbents as it pertained to Community Colleges.
2. Dr. Ball attended the Student Leadership Reception on May 10, 2022. This year's event was held in the Scott Center Theater. He conveyed the reception was a very nice recognition of programs and activities carried out by various campus clubs and organizations. He thanked Trustees Frager, Foster, Kahlert and Nevius-Maurer for attending in celebration with our students.

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

Mr. Johnson reported:

The Board approved the Juneteenth Holiday for the College and asked that the Board be informed of celebration events planned for the new holiday. Mr. Johnson reported that the First Annual Juneteenth Festival will be held at the Carroll Arts Center on Saturday, June 18, 2022. Events will include music, dance, crafts, food, and educational sessions to commemorate the occasion. Mr. Johnson has been involved in the event planning and he will share the line-up of Juneteenth Festival events at the June Board meeting.

Mr. Johnson highlighted events of the three Student Identity-Based clubs. The Christian Club (CRU), which is advised by campus police officer Kevin Carey. Officer Carey will accompany the CRU to the Museum of the Bible in Washington DC this weekend; The Black Student Union sponsored a trip to the Smithsonian National African American Museum of History and Culture, and recently participated in “Smoke Out” a smoking cessation for their first community action and service project; The Muslim Student Association, supported by Drs. Maharoof and Khan, hosted a three-day tabling event that helped people understand the meaning of Ramadan, and also shared important iconography, such as the Quran, and other important symbols of Islam.

Mr. Johnson shared a complimentary webinar on *Leadership for Diversity and Inclusion* taking place on June 1, 2022, at 1:00 p.m.

The Diversity Audit is underway. Student, faculty and staff surveys will be released this week. Surveys for faculty and staff will close in June and the student survey will remain open to capture as much information as possible through September. Members of the BDO USA Team will attend the August Board meeting to share an interim report, and interview some members of the Board.

Dr. Ball informed the Board that he, Dr. Mince, Provost, and Dr. Herring, Sr. Director, Advising and Retention, attended the signing of an Articulation Agreement at the Coppin State University School of Business on May 17, 2022.

Dr. Ball shared with the Board that he had the opportunity to schedule a telephone appointment with Senator Van Hollen and his staff on Friday May 13, 2022. He spoke on the possibility of funding around the College Turf Field Project and also shared a summary of the scope of the full project for Athletic Facilities, a Center for Workforce Trades, Workforce Development, and Applied Technology. The Senator was very supportive of Community Colleges in general and stated that he and his staff will continue to evaluate our needs.

4. 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 indicated that the Foundation Review for Proposal (RFP) for Investment Management Services are due back by June 3, 2022. The Foundation Board will review the RFP’s and he will keep the Board informed of the outcome.

The Foundation Board of Directors will meet on Thursday, May 19, 2022. The Board will be reviewing and approving funding for the “*New Start Initiative*.” The Foundation Board will also review a proposal on restructuring the *President’s Society* in a way that will encourage additional membership. Mr. Wantz will provide more details, once these items are approved.

Mr. Wantz shared with the Board that, sadly, the Foundation Office had been impacted by COVID cases. Four staff members are currently in quarantine and two have tested positive. The Book Fair is scheduled for this Saturday and his staff is identifying the best path way forward to have a successful event under these circumstances. He shared the events taking place on Saturday. Links will be sent to the Board to access the virtual component of the Book Fair.

The Foundation Board will be holding their Planned Giving Advisory Council Retirement Seminar at 2:45 P.M. in the Bollinger Conference Center (K100) on Tuesday, May 24, 2022. This will be a virtual/hybrid event. He will email the Board more details on this Seminar.

Trustee Frager thanked Mr. Wantz and his staff for coping with the unending changes having to be made for their events and their thoughtfulness in moving forward.

IV.B. Academic Council

Mr. Michael O'Neal reported for Robert Krzanowski, Academic Council President:

Academic Council met on Friday, May 6, 2022.

Six proposals on various courses were submitted for approval by the Academic Council. Mr. O'Neal provided the details of these proposals.

The Council's next meeting will be held on Friday, June 3, 2022.

IV.C. Senate

Mrs. Marsha Nusbaum, Senate President reported:

The Senate met on Friday, May 13, 2022.

Ms. Olivia Steadman, Assistant Director, Annual Giving and Special Events, shared information on the Foundation's Alumni Association, the Annual campaign and the upcoming Book Fair.

There was no new business to report from this meeting.

The next meeting will be held on Friday, June 10, 2022.

IV.D. Student Government Organization (SGO)

Ms. Abigail Stevens, SGO President reported:

Ms. Stevens advised the Board that she was officially re-elected as the President of Student Government for the upcoming Academic year and she looks forward to reporting to the Board each month.

SGO held a "Summer Kick-off" event for all students in the Babylon Great Hall on Friday May 13, 2022, with 80 students in attendance. This event was well received by the students.

Ms. Stevens will be taking part in the National Association for Campus Activities (NACA) Summer Series in June, to help prepare for her leadership role in the upcoming semester.

SGO has almost a full Board with the exception of a Campus Events Coordinator. Many students have expressed their interest for this position.

Ms. Stevens shared she is operating the College's Instagram page for Student Government to help make the student body more aware of SGO and what it has to offer.

IV.E. Commissioner

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

The Commissioner indicated that he spoke with Dr. Robert Wack, Deputy Health Officer, for the Carroll County Health Department this morning. Dr. Wack stated that it is important for everyone to continue to be mindful of inside activities with the rising cases of COVID. As of today, 300 positive cases have been reported, in comparison to 124 positive cases reported at the end of April in Carroll County. The Commissioners encourage everyone to get vaccinated and boosted. The vaccination rate in Carroll is at about 73%.

The Commissioners continue to work on the FY2023 budget and are hopeful they will be able to pass an adopted budget on Tuesday, May 24, 2022.

The Commissioner conveyed that the Carroll County Office Building will close at 3:00 pm on Fridays beginning May 27, 2022 thru September 2, 2022, in recognition of their staff.

The Commissioner thanked the Board for all they do in support of the College and looks forward to seeing everyone at the Commencement Ceremony.

Trustee Frager thanked the Commissioners for their support of our County and mentioned she looks forward to seeing the Commissioners at Commencement on May 25th.

IV.F. Planning Advisory Council (PAC)

Trustee Nevius-Maurer reported:

The Planning Advisory Council met on Monday, May 2, 2022.

Dr. Mince reported 35 Assessment Snapshots have been completed. Members of the Council reviewed these snapshots and then met in small groups to discuss. Trustee Nevius-Maurer reviewed the process with the Board. She also indicated that this is a pilot program and a great exercise for the institution that will be very helpful in the Strategic Planning process.

The next meeting will be held on Monday, June 6, 2022.

Mr. Alan Schuman, Executive Vice President of Administration, indicated that since the meeting is being held virtually, he will provide the Finance Committee Report and the Personnel Committee Report would be reported by Dr. Rose Mince. He 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.

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

Mr. Schuman 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 April reports are not the audited final statement.

A review of the financial statements for the period ending April 30, 2022, reveals normal and reasonable receipts, disbursements and encumbrances.

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

2. Approval of Auxiliary Enterprises Budget. The Board of Trustees must approve the Auxiliary Enterprise spending plans pursuant to the Board of Trustees Policy.

Mr. Schuman continued:

Recommended Motion: The Board of Trustees approve the FY2022-2023 Auxiliary Enterprises Budget and authorize the transfer of funds from the Auxiliary Enterprises in FY2022-2023 of up to \$250,000 in support of the FY2023 College operating budget, if needed.

3. Approval of Student Government Budget. The Board must review and approve the Student Government Budget. The President must approve the Student Government Budget and submit the Budget to the Board of Trustees. The Executive Vice President of Administration is responsible for proper financial records of all the Student Government funds. The College's controls and procedures are used to administer expenditures out of this budget.

Recommended Motion: The Board of Trustees approve the FY2023 Student Government Budget for Carroll Community College.

4. The Board of Trustees Policy requires approval of all Purchase Requisitions amounting to over \$25,000. As part of the technology upgrade process, the College is requesting the Board of Trustees to authorize the College to award the purchase of Dell OptiPlex and Precision desktop computers and monitors in an amount not to exceed \$120,000. The Board was provided with a detailed report of those computers needed.

Recommended Motion: The Board of Trustees authorize the College to award the purchase of Dell OptiPlex and Precision desktop computers and monitors in an amount not to exceed \$120,000 to Dell Advanced Systems Group, Round Rock, Texas, Maryland Education Enterprise Consortium (MEEC) Hardware Agreement 2017-2026 Contract #UMD-972016.

5. The Board of Trustees Calendar and Topics for 2022-2023 was presented for approval.

Trustee Bream noted that the December 2022, Board meeting will be held on the second Wednesday and not the standard third Wednesday of the month, due to the College's Winter break.

Recommended Motion: The Board of Trustees approve the Calendar and Topics for 2022-2023.

Trustee Frager asked the Board for any questions or discussion on the items presented.

6. Consent Approval for All Action Items
 - a. Motion to approve College recommendations for item A.1. – A.5. as proposed.

Mrs. Frager requested a motion for items A.1. – A.5. as proposed.

Motion: Trustee Bream moved that the Board of Trustees approve the College's recommendation for items A.1. – A.5. as proposed. Trustee O'Callaghan seconded.

Motion status: Motion carried unanimously.

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

Dr. Mince reported:

1. The College proposed one new professional appointment to include Hunter Privette, Coordinator, Athletics, effective May 2, 2022.

Recommended Motion: The Board of Trustees approve the appointment of Hunter Privette.

Dr. Mince continued:

2. One new support staff appointment included Tracy Berends, Student Support Specialist, CET, effective May 2, 2022.
3. Six new temporary appointments were provided to the Board for information.
4. The College informed the Board of two employee separations to include Patricia Carroll, Chief Communications Officer, and Meghan McShane, Teacher, Child Development Center.

Mr. Bollinger thanked Ms. Carroll for all her efforts while employed with the College. He noted that he knew Ms. Carroll when she was employed at the Carroll County Times and was happy to see her come work for the College and lead us through some very trying times. He congratulated Trish and wished her the very best in her future endeavors.

Trustee Foster wished Trish well and confided how nice it was for her to get to know Trish personally and she would truly be missed.

Trustee Kahlert echoed his colleague's remarks and asked Trish to please keep in touch.

Trustee Frager thanked Trish for her service to the College.

Ms. Carroll thanked the Board for their support and expressed what an honor it was to work with each and every one of them.

5. The FY2024 (2023-2024) Academic Calendar was provided to the Board for information.

Trustee Frager asked the Board for any questions or discussion on the items presented.

6. Consent Approval for All Action Items
 - a. Motion to approve College recommendation for item B.1. as proposed.

Trustee Frager requested a motion for item B.1. as proposed.

Motion: Trustee Foster moved that the Board of Trustees approve the College's recommendation for item B.1. as proposed. Trustee Bollinger seconded.

Motion status: Motion carried unanimously.

VI. Old Business/New Business

- A. Mrs. Frager asked Trustees Bollinger and O'Callaghan to report on the Board of Trustees Nominating Committee for the 2022-2023 Slate of Officers.

Trustee Bollinger reported that the committee nominated Trustee Mary Kay Nevius-Maurer as Board Chair, and Trustee Dave O'Callaghan as Vice-Chair, for the 2022-2023 Slate of Officers.

Trustee Frager noted that a motion of these appointments will be conducted at the June 15, 2022, Board of Trustees Meeting. She thanked Trustees Bollinger and O'Callaghan for their service on the Committee, and also thanked Trustees Nevius-Maurer and O'Callaghan for accepting their new roles of service on the Board.

Dr. Mince extended an invitation to the Board to visit the *First Biennial Faculty Art Exhibit* being held in the Scott Center Art Gallery after the Nursing Pinning Ceremony on Wednesday, May 25, 2022.

Dr. Ball indicated that the Boards' group photo session that was scheduled for this evening, has been changed to the August 2022 Board meeting.

VII. Dates of Upcoming Meetings and Events

Trustee Frager reviewed upcoming meeting and activity dates.

Trustee Frager asked for a motion to end the May 18, 2022, Board of Trustees' meeting; Trustee Foster moved to end the May 18, 2022, Board of Trustees' meeting. Trustee O'Callaghan seconded.

Motion status: Motion carried unanimously.

VIII. Adjournment

Trustee Frager adjourned the meeting at 6:03 P.M.