

**CARROLL COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
MINUTES**

**September 20, 2023  
Approved**

BOARD MEMBERS PRESENT

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

STAFF PRESENT

Dr. Kristie Crumley  
Patti Davis  
Clyde Johnson  
Dr. Michelle Kloss  
Dr. Kelly Koermer  
Dr. Rose Mince  
Emily Salyards  
Lisa Slappy  
Lauren Walker  
Mary Wallace  
Steve Wantz

COMMISSIONER LIAISON–ABSENT-EXCUSED

Commissioner Kenny Kiler

STUDENT GOVERNMENT

Liz Salmond

Board of Trustee Chair, Mary Kay Nevius-Maurer called the meeting to order at 5:54 p.m. and led the opening exercises.

Dr. Ball indicated that the Annual Strategic Initiatives/FY2024 Task Report under Exhibit IV.A.4. in the President’s Report will be deleted from the September 20, 2023, Agenda and moved to the October 18, 2023, Meeting Agenda. Trustee Nevius-Maurer asked for a motion to approve the amended Agenda. Mrs. Foster moved to approve the September 20, 2023, Agenda as amended; Trustee Bream seconded. The September Agenda was unanimously approved.

Trustee Frager moved that the August 16, 2023, minutes be approved; Trustee Bollinger seconded. The August minutes were unanimously approved.

IV.A. President’s Report

Dr. James Ball, President, reported:

1. Dr. Ball asked Dr. Mince, Provost, to report on the 2023 Performance Accountability Report (PAR).

Dr. Mince reported Maryland state law requires the Board of Trustees to approve and submit the College’s Performance Accountability Report (PAR) to the Maryland Higher Education Commission each year.

Performance benchmarks are goals to be attained at the end of a five-year cycle. The indicators and the benchmarks are reviewed and revised every five years. The Board of Trustees approved the current benchmarks in June 2021 for the 2021-2025 PAR cycle.

The report follows the same format as in prior years, with a narrative section describing the College’s performance within the context of the goals in the Maryland State Plan for Postsecondary Education, plus an appended spreadsheet of 28 performance indicators. Dr. Mince reviewed and highlighted areas within this report with the Board and answered questions from the Board.

Dr. Mince thanked Dr. Michelle Kloss, Associate Provost, Assessment and Institutional Effectiveness, and Mr. Gregg Bricca, Director of Institutional Effectiveness, for their hard work in putting this report together.

**Recommended Motion:** Trustee Frager moved that the Board of Trustees approve the College’s Performance Accountability Report for 2023 for submission to the Maryland Higher Education Commission. Trustee Foster seconded.

**Motion status:** Motion carried unanimously.

2. Dr. Ball asked Dr. Mince to report on the Annual Marketing and Communications Report.

The report examines the College’s marketing campaigns that support the College’s mission with a comprehensive view of examples of marketing materials for each campaign. All products are developed within the College’s graphic identity system to reinforce the overall institutional image and branding. Marketing and Creative Services (MACS) is involved in all areas of the college with a very clear purpose, identity, and brand for the institution. MACS has evolved to not just trying to draw students into the College, but helping with retention efforts so that we keep students until they have met their desired outcomes.

Dr. Mince and Dr. Koermer, Vice President of Continuing Education and Training, reviewed report highlights and answered questions from the Board. All agreed the report was detailed and informative.

Dr. Mince thanked Dr. Demishkevich and the Marketing and Creative Services team for doing a beautiful job in linking the report to the Compass priorities.

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

Mr. Johnson reported that a Carroll DEIJ Leaders Affinity Group was recently established to discuss individual programming, present ideas, discuss current trends, research, share resources and obtain assistance from each other. The group is also planning joint events, such as Spring Carroll Day at the Smithsonian Museums – Holocaust, Native America and African American.

Mr. Johnson announced he was invited by Dr. Cynthia McCabe and CCPS to serve on their Equity Council comprised of community members from local non-profit organizations, local businesses, CCPS staff, and colleges within Carroll County. The goal of the Equity Council is to discuss topics related to CCPS and value community members' input for policy and decisions pertaining to Equity.

Mr. Johnson shared his involvement in upcoming DEI events to include a follow-up to the Juneteenth conversation to be held on campus on October 24, 2023, at 6 p.m. In addition, Carroll Citizens for Racial Equity (CCRE) will engage in a Day of Stories at Willet Farm as a counter to the book ban. The College continues to support and encourage the Boys and Girls Club members with collaboration and engaging activities. Lastly, Mr. Johnson distributed the College’s calendar of DEI events for this semester and invited members of the Board to share their talents and expertise as it relates to DEI initiatives.

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 prompted the Board to mark their calendars for important upcoming events to include the Foundation Scholarship Luncheon honoring donors and recipients on Monday, October 16 at 12:30 p.m. in K100. The second event is the Instructional Task Force Showcase on November 9 at 3 p.m. and finally, the annual Starry Night Event to be held on Friday, December 1, 2023. This year’s special event honoree is Annette Danek-Akey, and the entertainment is Bruce in the U.S.A. A new, innovative, easy-to-use mobile bidding platform, “OneCause,” will be used for the event and become an important part of year-round, long term fundraising endeavors.

#### IV.B. Academic Council

Ms. Mary Wallace, Academic Council President reported:

The Academic Council did not meet in September due to a lack of proposals. The next meeting will be held on Friday, October 6, 2023, at 12 p.m.

#### IV.C. Senate

Ms. Emily Salyards, Senate President reported:

The Senate met on Friday, September 8, 2023.

Dr. Ball welcomed senators back to campus and provided updates on the financial position of the College, the county, and the state with emphasis on the impact of the Blueprint for Maryland's Future.

The Senate President presented a Power Point on the roles and responsibilities of Senators.

The Senate is scheduled to meet on October 13, 2023.

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

Ms. Liz Salmond, reported:

SGO elections for Senators will continue until September 29. Ms. Salmond was pleased to announce that SGO has only two remaining senator positions left to fill.

Ms. Salmond proudly shared that SGO has two established committees. The Student Events Committee will meet biweekly where members may pitch ideas, plan events and share ideas to encourage student involvement. In addition, the Student Feedback Committee was established to collect comments, opinions, and suggestions from students.

The Club Fair in September was well attended and successful. SGO is excited to host the Annual Trunk or Treat Event on Monday, October 30 from 6:00 to 8:00 p.m. in the N-Building Parking Lot. The other events that are being considered this semester are a mental health awareness/fundraising event and a dodgeball event.

#### IV.E. Commissioner

The Honorable Kenny Kiler, Commissioner Liaison to the Board of Trustees, reported the following:

Commissioner Kiler attended the annual Maryland Association of Counties (MACo) Conference last month. Commissioner Kiler shared his observations on how effectively and successfully Carroll Community College and other county organizations work together towards common goals. Whether it's a workforce development initiative, citizens services effort or severe weather emergency response need, our organizations in Carroll County are the exemplar for the state in their ability to cooperate to address needs.

Commissioner Kiler expressed sincere sorrow for the recent passing of Mr. John T. "Jack" Lyburn, the county's long-serving director of the Department of Economic Development.

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

Dr. Rose Mince, Provost, reported:

The first meeting was held on Monday, September 11, 2023.

An overview of PAC and its role was provided by Dr. Ball.

Mr. Rob Brown, Co-Chair, PAC reviewed the bylaws and the results of last year's member survey, both quantitative and qualitative feedback.

The Annual Strategic Priorities were reviewed and discussed. Ms. Patti Davis, Vice President of Administration, presented the fiscal year Budget Plan Assumptions and process.

Dr. Michelle Kloss, Associate Provost of Assessment, and Institutional Effectiveness initiated a discussion about Institutional Effectiveness (IE) measures.

The next meeting will be held on Monday, October 9, 2023, in The Bollinger Family Conference Center (K100) at 3:30 P.M. Trustee Frager will attend representing the Board of Trustees.

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

Trustee Frager reported:

1. Monthly financial reports are provided to the Board of Trustees to keep the Board informed of the ongoing status of the College's financial activities. The August reports are not the audited final statement.

A review of the financial statements for the period ending August 31, 2023, reveals normal and reasonable receipts, disbursements, and encumbrances.

**Recommended Motion:** Trustee Frager moved that the Board acknowledge receipt of the August financial reports. Cumulative financial information will be annually audited, and appropriate responses provided by the external auditors during the annual audit process. Trustee Foster seconded.

**Motion status:** Motion carried unanimously.

2. Approval of Purchase Requisition over \$25,000 - Blackbaud Financial Edge NXT. The Board of Trustees Policy requires approval of all Purchase Requisitions amounting to over \$25,000.

The College uses Blackbaud for the Foundation's ERP System which includes both Raiser's Edge and Financial Edge systems. The College currently uses Blackbaud's Financial Edge Hosted solution and are recommending migrating from the hosted platform to NXT which is a full software service. Blackbaud will be deprecating the hosted solution and only offering NXT over the next several years.

Enhanced features include data intelligence/reporting, interactive dashboards, advanced security settings, workflows, a modern interface, seamless integration with Raiser's Edge NXT, and a marketing module.

The College will enter into a three-year agreement to maximize the discount.

**Recommended Motion:** Trustee Frager moved that the Board authorize the College to upgrade to Blackbaud's Financial Edge NXT for three years in an amount not to exceed \$60,000 to Blackbaud, in Charleston, South Carolina. Trustee Bollinger seconded.

**Motion status:** Motion carried unanimously.

Trustee Foster reported:

3. Notice of Grant Award, State of Maryland, Consolidated Adult Education and Family Literacy Services Grant FY2024 – Revised. Board Policy requires the Board of Trustees to approve the acceptance of all grants.

This grant will allow the College to provide educational services to adults who want to increase their basic skills, obtain a high school diploma, improve English language and literacy skills, or engage in family literacy activities.

The program is funded by the Maryland State Department of Labor, Licensing and Regulation through federal and state funds totaling \$270,203. Carroll County Government has provided \$284,040 in its FY2024 Operating Budget to support this program.

**Recommended Motion:** Trustee Foster moved that the Board of Trustees accept the grant from the Maryland Department of Labor, Licensing and Regulation in the amount of \$270,203 for Fiscal Year 2024. Trustee Bollinger seconded.

**Motion status:** Motion carried unanimously.

4. Board policy requires the Board of Trustees to approve the acceptance of all grants. Notice of Grant Award, Maryland State Department of Education, Child Care Career and Professional Development - Revised.

The purpose of this award is to provide funding to credentialed childcare providers to pursue a college degree in early childhood education, child development, family studies, or related disciplines.

**Recommended Motion:** Trustee Foster moved that the Board of Trustees accept the grant from The Maryland State Department of Education in the amount of \$135,599 for FY2024. Trustee Frager seconded.

**Motion status:** Motion carried unanimously.

Trustee Bollinger reported:

5. Board policy requires the Board of Trustees to approve the acceptance of all grants. Notice of Supplemental Grant Award to the Small Business Development Center for the Northern Region (SBDC), Carroll Community College.

The University of Maryland has issued an increase in funding in the amount not to exceed \$14,000 to temporarily augment SBDC staff hours to provide temporary administrative support of the Mid-Atlantic Veterans Business Outreach Center (VBOC) partner program through September 29, 2023. VBOC is a grant-funded program housed at the University of Maryland and provides business training and consulting services to Veterans transitioning into civilian life. Currently, the SBDC at CCC receives \$42,500 per year to support these efforts.

**Recommended Motion:** Trustee Bollinger moved the Board of Trustees accept accept the supplemental grant from the University of Maryland in the amount not to exceed \$14,000. Trustee Frager seconded.

**Motion status:** Motion carried unanimously.

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

Trustee Kahlert reported:

1. The College proposed one new professional appointment to include Joseph Bradley, Chief Information Officer.

**Recommended Motion:** Trustee Kahlert moved that the Board approve the appointment of Joseph Bradley. Trustee O’Callaghan seconded.

**Motion status:** Motion carried unanimously.

2. Several new temporary appointments were provided to the Board for information.
3. Employment separations include Christina Lippy-Barnes, Assistant Professor-EMS and Shauna Egan, Instructional Coordinator, CET.

VI. Old Business/New Business

Trustee Bollinger commented on the positive experience that his daughter is having as a Dual Enrolled student at Winters Mill High School and Carroll Community College.

Trustee Frager expressed appreciation for the complimentary and congenial spirit among colleagues and leadership at the College.

VII. Dates of Upcoming Meetings and Events

Trustee Nevius-Maurer reviewed upcoming meeting and activity dates.

Trustee Nevius-Maurer asked for a motion to end the September 20, 2023, Board of Trustees’ meeting and meet in a closed Executive Session to discuss an issue of general administrative and legal consideration. Trustee Bream moved to end the official September 20, 2023, Board of Trustees’ meeting and meet in a closed Executive Session; Trustee Foster seconded.

**Motion status:** Motion carried unanimously.

VIII. Adjournment

Trustee Nevius-Maurer adjourned the meeting at 7:17 P.M.