

**CARROLL COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
MINUTES**

**August 16, 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

**COMMISSIONER LIAISON-ABSENT-EXCUSED**

Commissioner Joseph Vigliotti

**STUDENT GOVERNMENT**

Liz Salmond

**STAFF PRESENT**

Rob Brown  
Dr. Kristie Crumley  
Dr. Michelle Kloss  
Dr. Kelly Koerner  
Dr. Rose Mince  
Emily Salyards  
Lisa Slappy  
Mary Wallace  
Lauren Walker  
Steve Wantz

Board of Trustee Chair, Mary Kay Nevius-Maurer called the meeting to order at 5:55 p.m. and led the opening exercises.

Hearing no corrections or additions to the Agenda of August 16, 2023, Trustee O'Callaghan moved for approval of the meeting Agenda; Trustee Bream seconded. The August Agenda was unanimously approved.

Trustee Frager moved that the June 21, 2023, minutes be approved; Trustee Bollinger seconded. The June minutes were unanimously approved.

**IV.A. President's Report**

Dr. James Ball, President, reported:

1. Dr. Ball invited Dr. Mince, Provost, to provide an enrollment update for credit programs. Dr. Kelly Koerner also provided an enrollment update for CET.

Dr. Mince reported that the College is up in both headcount and full-time equivalency (FTE). The Board calendar calls for a Fall Credit Enrollment Report in October, based on data as of the official census date at the end of the third week of classes.

Dr. Koerner reported that the CET fundable FTE for 2023 is 18% higher than last year and 26% FTE ahead of this time last year.

A detailed Fall Enrollment Analysis will be shared with the Board at its November meeting.

Dr. Mince answered questions from the Board.

2. Dr. Ball shared that he was the keynote speaker at the MOLLI (MOL Leadership Institute) program on June 26, 2023, in Annapolis.
3. Dr. Ball spoke about the guests from Westminster's Sister City, Paide, Estonia visiting the College campus on July 5, 2023.
4. Dr. Ball acknowledged the Practical Nursing Pinning on July 12, 2023, was a meaningful event and thanked the trustees who attended the ceremony.

5. Dr. Ball stated he attended the Maryland Council of Community College President's (MCCCCP) Annual Presidents' Retreat on July 31 - August 1, 2023, at Montgomery College.

The Presidents discussed several topics including Baccalaureate Degrees for Maryland Community Colleges, The Blueprint for Maryland's Future, The FY22-25 MACC Strategic Plan, and the FY24 MACC Legislative Initiatives.

6. Dr. Ball provided the Diversity, Equity and Inclusion monthly update to the Board.

A Vision and Mission Statement for DEI has been drafted and incorporates the letter B for belonging, as it was a major emphasis in the feedback from our employees during the visioning session. The DEI definition remains the same as the Board approved; the definition of belonging was added and we will now focus on DEIB - Diversity, Equity, Inclusion and Belonging.

The draft Vision is: All Belong. All Learn. All Achieve. Together!

The draft Mission is: As an open-door institution, the Mission of Carroll Community College is Empowering Learners. Changing Lives. Building Community. In accomplishing our mission, our best performance is realized when all student and employee voices are heard, diverse experiences and perspectives are valued and respected, and everyone feels a strong sense of belonging and well-being as a member of the campus community.

Dr. Ball announced that six of our Boys and Girls Club members will be attending Carroll this year and to welcome them they will have Lunch in the President's office, followed by a session with Jenna Bohn, Student Success Specialist, and then a campus tour with Carroll swag.

Dr. Ball shared that the College's Reflection Space has been relocated in the library giving us the opportunity to create a dedicated Spirituality Space. Resources for the most common religious practices will be available.

Dr. Ball informed the Board that the College's proposal, submitted along with Shirley Komoto of BDO, was accepted for presentation at the ACCT Leadership Congress in October.

7. Dr. Ball invited Dr. Koermer to share an announcement about the Winter Market event on campus on December 9, 2023, from 10 a.m. – 3 p.m. which will showcase small business vendors and offer fun activities and events for all ages.

Dr. Koermer also mentioned that all five finalists in the 2023 Carroll Biz Challenge were supported by the College's Business Solutions team.

8. 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 reminded Board members about the VIP Social before the Carroll Lynx Home Opener for the Inaugural Women's Volleyball game at the Coppermine Pantherplex on August 23, 2023.

Mr. Wantz prompted the Board to mark their calendars for the annual Starry Night Event to be held on Friday, December 1, 2023. The Foundation is working on securing a new auction platform. This year's special event honoree is Annette Danek-Akey, and the entertainment will be announced once confirmed.

Mr. Wantz also announced that the fundraising initiatives are positive in excess of \$4.3 million. A Special gift was received from the estate of the late Robert Bare, founder of Bare Truck Center, Inc. An endowed scholarship fund in his name will be established.

#### IV.B. Academic Council

Ms. Mary Wallace, Academic Council President reported:

The Academic Council had not met since June. No report was given. Ms. Wallace, Associate Professor, Communication Arts introduced herself to the Board and looks forward to reporting on behalf of the Academic Council. Academic Council will meet next on Friday, September 1, 2023.

#### IV.C. Senate

Ms. Emily Salyards, Senate President reported:

Ms. Salyards, Coordinator of Student Recruitment and Retention Initiatives stated that she is looking forward to providing reports to the Board. The Senate has not met since June. No report was given. The next meeting will be held on Friday, September 8, 2023.

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

Ms. Liz Salmond, reported:

SGO members enjoyed the retreat in June collaborating and sharing ideas and initiatives with peers.

SGO elections will be held in August and there are two vacant Senate seats remaining. Cara Olson will attend PAC and Sydney Miller will attend Senate meetings.

SGO is looking forward to the new school year and thanked the Board for their continued support.

#### IV.E. Commissioner

he Honorable Kenny Kiler, Commissioner Liaison to the Board of Trustees, was unable to attend tonight's meeting. Representing the Commissioners in Mr. Kiler's place was the Honorable Joe Vigliotti who reported the following:

The Commissioners are beginning to work on the Fiscal Year 2025 Budget process. The Blueprint for Maryland's Future is a major focus as the greatest cost the county has encountered. The Board of County Commissioners will meet with The Board of Education of Carroll County along with the members of the Carroll County State Delegation on Wednesday, August 23, 2023.

Carroll County Commissioners created a school impact fee that would charge developers of new housing developments in the county \$3,000 per single-family home beginning September 1, in order to help pay for school construction or additions. Trustee Bollinger asked if the College would be in consideration to benefit from these funds. Commission Vigliotti will follow up with a response.

Commissioner Vigliotti provided a brief update regarding the storm that impacted the county last week. The emergency management system that county has in place was executed flawlessly.

The Commissioners recently voted in favor of allowing usage of Class 1 E-Bikes on designated trails in county parks.

Commissioner Vigliotti shared that the County Commissioners proudly support the priority of Agriculture Preservation. Carroll's long-standing goal of preserving at least 100,000 acres is closing in at 80,000 acres of farmland preserved.

Commissioner Vigliotti stated the state's cannabis law prohibits dispensaries from being within 500 feet of a school, childcare center, playground, public park, recreation center or library. Maryland's counties are calling for state lawmakers to grant them more control over where cannabis businesses can set up shop.

Dr. Ball and the Trustees expressed appreciation for the comprehensive and thorough report from Commissioner Vigliotti.

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

Trustee Nevius-Maurer reported the Planning Advisory Council had not met since June. The next meeting will be held on Monday, September 11, 2023, in The Bollinger Family Conference Center (K100) at 3:30 P.M.

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

Trustee Foster 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 June reports are not the audited final statement.

A review of the financial statements for the period ending June 30, 2023, reveals normal and reasonable receipts, disbursements, and encumbrances.

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

**Motion status:** Motion carried unanimously.

2. 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 July reports are not the audited final statement.

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

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

**Motion status:** Motion carried unanimously.

3. The Board must approve the FY2024-2025 Capital Budget and Five-Year Capital Program Request. In order to meet the timelines established by the Carroll County Government, the Board must approve the Capital Budget in August of each year. Included with the Requested Capital Budget are:

- a. Summary sheet of all projects.
- b. Individual briefing sheets for each project.

**Recommended Motion:** Trustee Foster moved that the Board of Trustees approve the proposed Capital Budget Request and authorizes the President to submit it to the County Government. Trustee Frager seconded.

**Motion status:** Motion carried unanimously.

Trustee Frager reported:

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

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.

**Recommended Motion:** Trustee Frager moved that the Board of Trustees accept the grant from the Maryland Department of Labor, Licensing and Regulation (DLLR) in the amount of \$264,913 for Fiscal Year 2024. Trustee Bollinger seconded.

**Motion status:** Motion carried unanimously.

5. Board policy requires the Board of Trustees to approve the acceptance of all grants. Notice of Grant Award, Maryland State Department of Education, Childcare Career and Professional Development.

This award is to fund credentialed childcare providers to pursue a college degree in early childhood education, child development, family studies, or related disciplines. This is the fifteenth year the grant has been received.

**Recommended Motion:** Trustee Frager moved the Board of Trustees accept the grant from The Maryland State Department of Education in the amount of \$131,646 for FY2024. Trustee Foster seconded.

**Motion status:** Motion carried unanimously.

6. Board Policy requires the Board of Trustees to approve the acceptance of all grants. Notice of Grant Award, Maryland State Department of Education, Pre-Kindergarten Expansion Grant.

The College has received notice of a grant award for the Pre-Kindergarten (Pre-K) Expansion Grant Program from the Maryland State Department of Education to allocate Seventy-Eight Thousand Dollars (\$78,000) for 6 Pre-K slots to Carroll Community College. The purpose of this award is to provide funding for local education agencies (LEAs) and private providers to administer high-quality Pre-K and school readiness services throughout the State for children and their families in coordination with the Blueprint for Maryland's Future. The Blueprint granted all three- and four-year-old children from families earning incomes at or below 300% Federal Poverty Level access to high-quality full-day Pre-K at no cost.

**Recommended Motion:** Trustee Frager moved that the Board of Trustees accept the grant from The Maryland State Department of Education in the amount of \$78,000 for FY2024. Trustee Bollinger seconded.

**Motion status:** Motion carried unanimously.

**Trustee Bollinger reported:**

7. The Non-Operating Budget Funds were presented to the Board of Trustees for information.
8. Quarterly Report on Items in Excess of \$10,000. The College will provide a Quarterly Report reflecting items purchased in excess of \$10,000 not specifically approved by the Board of Trustees.
9. The Inter-Functional Transfer Report's fourth quarter information report reflects the final transfers within functions reflecting end-of-year spending priorities. There were no transfers between functions which would require Board of Trustees approval. This information was provided to the Board of Trustees for information.

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

Trustee Bream reported:

1. 2023-2024 Supplemental Salary Information. The Board must approve all salaries. The salary information was corrected after the June 21, 2023, board exhibit was submitted.

**Recommended Motion:** Trustee Bream moved that the Board approve the salary changes, effective July 1, 2023. Trustee Kahlert seconded.

**Motion status:** Motion carried unanimously.

2. The College proposed five new professional appointments.

**Recommended Motion:** Trustee Bream moved that the Board of Trustees approve the appointments of Molly Allen, Jeremy Green, Emily Hampton Hynes, Robert Krzanowski, and Justin Mabe. Trustee O'Callaghan seconded.

**Motion status:** Motion carried unanimously.

**Trustee Kahlert reported:**

3. Two New Support Staff Appointments, Jamie Adrian, Donor Relations, and Events Specialist; and Jessica Hurtt, Admissions Associate, were provided to the Board for information.
4. Numerous new temporary appointments were provided to the Board for information.
5. Temporary appointments are effective on a fiscal year basis. Therefore, current temporary employees must be renewed to continue employment into fiscal year 2024. These renewals were received after the reporting deadline to the Board at the June 21, 2023, meeting.

**Trustee O'Callaghan reported:**

6. Numerous temporary appointment status changes were provided to the Board for information.
7. Employment separations include Dr. Don Hoepfer, Associate Professor-Humanities; Mary Johnson, Mediation/Outreach Specialist; Dr. Brandon Shurn, Assistant Professor-Social Sciences; Emma Sigrist, Library Services Specialist.
8. The systematic and recurring review of academic programs at Carroll Community College is an essential element to promote critical reflection, self-assessment, and strategic planning toward college goals. Academic program assessment is used to improve the quality of academic programs individually and the College via data-driven decision making for continuous improvement.

Five-year program reviews are comprehensive and involve an extensive and in-depth analysis of how well a program functions and aligns with the College mission and goals. The reviews are also used to propose upcoming financial and staffing needs for the program. Executive Summaries are presented to the Board for information.

#### **VI. Old Business/New Business**

No old or new business was reported.

#### **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 August 16, 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 August 16, 2023, Board of Trustees' meeting and meet in a closed Executive Session; Trustee Frager seconded.

**Motion status:** Motion carried unanimously.

#### **VIII. Adjournment**

Trustee Nevius-Maurer adjourned the meeting at 7:12 P.M.