

**CARROLL COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
MINUTES**

**October 18, 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**

Commissioner Joseph Vigliotti

**STUDENT GOVERNMENT**

Liz Salmond

**STAFF PRESENT**

Dr. Kristie Crumley  
Patti Davis  
Clyde Johnson  
Dr. Michelle Kloss  
Dr. Kelly Koermer  
Tim League  
Barbie Lim  
Jean Marriott  
Dr. Rose Mince  
Lisa Slappy  
Lauren Walker  
Mary Wallace  
Steve Wantz

**GUEST**

Bobby Gauthier, Engagement Manager  
CliftonLarsonAllen, LLP

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

Hearing no corrections or additions to the Agenda of October 18, 2023, Trustee Nevius-Maurer asked for a motion to approve the Agenda. Trustee Bream moved to approve the October 18, 2023, Agenda; Trustee Foster seconded. The October 18, 2023, Agenda was unanimously approved.

Trustee Frager moved that the September 20, 2023, minutes be approved; Trustee Foster seconded. The September minutes were unanimously approved.

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

Dr. James Ball, President, reported:

1. Dr. Ball asked Ms. Patti Davis, Vice President of Administrative Services, to introduce the Annual Audit presentation.

Ms. Davis introduced Mr. Tim League, Director of Fiscal Affairs, and asked him to make the introductions of his staff and audit presenter.

Mr. League thanked his entire team and everyone at the College who participated in the FY2023 audit process. He also recognized Ms. Barbie Lim, Controller, and her staff for the extraordinary attentiveness they provide each year.

Mr. League introduced Mr. Bobby Gauthier, Engagement Manager from CliftonLarsonAllen, LLP (CLA).

Mr. Gauthier thanked all staff involved for their assistance and responsiveness. Mr. Gauthier reported the annual financial audit for FY2023 was complete, and CLA issued an unmodified audit opinion indicating the financial statements were fairly stated in all material respects in accordance with accepted accounting principles.

The Annual 2023 Financial Audit reports were submitted to the Maryland Higher Education Commission within the regulatory deadline.

The Board was given the opportunity to ask questions about the annual audit.

Trustee Bollinger acknowledged Ms. Davis and the team for their excellent work on the budget and the audit this year.

2. Dr. Ball invited Dr. Rose Mince, Provost, to deliver the Fall 2023 Third Week Enrollment Report.

Dr. Mince reported 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. The report provides headcount, full-time-equivalent enrollment, enrollment of recent high school graduates, and the one-year retention rate for students who started at Carroll last fall. Dr. Mince highlighted several positive data points in the report, including the increase in Dual Enrollment students.

Dr. Mince may ask the Board in the future to consider the annual goal of 25% might be too high of a benchmark long term given the impact of dual enrollment; many students will be earning their first and second semester courses prior to high school.

A detailed fall credit enrollment analysis will be shared with the Board at its November meeting.

3. Dr. Ball invited Dr. Koermer to report on the Continuing Education and Training Enrollment and Revenue Report.

The Board calendar calls for a Continuing Education and Training Enrollment and Revenue Report in October, based on census data as of the end of the 2023 fiscal year. The report provides revenue, headcount, and full-time-equivalent enrollment of Continuing Education and Training students.

4. Dr. Ball reviewed the institution's Annual Strategic Initiatives/FY 2024 Task report with the Board.
5. Dr. Ball provided an update regarding an isolated incident at the Littlest Learners Child Development Center that occurred on September 21, 2023. The incident has been resolved.
6. Dr. Ball asked Dr. Mince to share about the Carroll County Women's Conference 2023, A Day to "Empower" Women. It was held on Friday, October 13 on our campus. The purpose of this very well attended event is to raise scholarship money for Carroll and McDaniel students.
7. Dr. Ball reported on the ACCT Leadership Congress that was held in Las Vegas, the week of October 9. Dr. Ball, Trustee O'Callaghan, Mr. Clyde Johnson, and Shirley Komoto Director at BDO, presented "*Application of a Capability Maturity Model in Reimagining and Embedding DEI Across the Institution Track*". Trustee Kahlert attended the conference and Dr. Kelly Koermer attended and presented "*Skills-Based Hiring: Supporting STARS in the Pursuit of Career Pathways*".
8. Dr. Ball invited Clyde Johnson, Executive Director, Diversity, Equity, and Inclusion, to provide his monthly update to the Board.

Mr. Johnson elaborated on the presentation at the ACCT Leadership Congress, indicating particular best practices, such as DEI specific readings, a Board of Trustees Diversity Statement, President led diversity roundtable, and Trustee participation in DEI training.

Mr. Johnson reported that the Juneteenth follow up event; Speak on it Act On It, a discussion on Critical Race Theory will be postponed until next year considering recent developments globally that are impacting people locally. This was a collective decision by representatives at McDaniel, CCPS and Carroll so as not to create further political stress in regard to the current Israel - Hamas travesty.

9. 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 reported that he and Trustee Frager attended the Greater Mount Airy Chamber of Commerce Soiree on October 12. The College receives 50% of their proceeds from this event for scholarships.

Mr. Wantz updated the Board that Starry Night surpassed \$160,000 in sponsorships, moving toward a goal of \$176,000, approximately \$60,000 over where the Foundation was last year. At this time, there are only 70 seats left in the theater that can be filled.

The Foundation's Scholarship Reception was held on Monday October 16, 2023, in the Bollinger Family Conference Center with 84 students and donors participating. He thanked Trustee Bollinger and his wife for their attendance and support as featured speakers.

Mr. Wantz reminded the Board about the Instructional Technology (IT) Showcase on November 9, 2023, at 3 p.m. in the Babylon Great Hall.

#### IV.B. Academic Council

Ms. Mary Wallace, Academic Council President reported:

The Academic Council met in October 6, 2023. Ten proposals were approved. Ms. Wallace summarized these proposals with the Board. The next meeting will be held on November 3, 2023.

#### IV.C. Senate

Dr. Kristie Crumley reported on behalf of Emily Salyards, Senate President:

The Senate met on Friday, October 13<sup>th</sup>, 2023.

Dr. Ball updated the Senate on several important items:

- The Carroll County Women's Conference.
- The College budget is under development and the process that is involved in review and approval.
- The Townhall meeting will be on October 26th at 3:30 on Teams, focusing on safety and security, in addition to responding to recent Town Hall inquiries.

Senate meets again on November 10, 2023

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

Ms. Liz Salmond, reported:

SGO held a fall picnic on October 17<sup>th</sup> on campus for all students and launched their Spotify playlist created by students at the Club Fair earlier in the semester. The Criminal Justice club sponsored a Murder Mystery Night on October 18 in Bollinger Conference Center (K100).

SGO members updated their group photo, and the new portrait is now framed and mounted on the wall in the Board room.

#### IV.E. Commissioner

The 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 Blueprint for Maryland's Future is a major focus as the greatest cost the county has encountered with a minimum estimation of \$53 million dollars over the next couple of years. The Commissioners, Maryland Association of Counties (MACo), in conjunction with all 24 Maryland counties are composing a letter to send to the governor, expounding and seeking clarification on a number of items regarding the Blueprint. In addition, they are requesting greater local control and flexibility in how we go about meeting benchmarks and blueprint requirements.

The County Commissioners are currently working with the Carroll County Board of Education to address Blueprint concerns by reaching out to other counties that are like Carroll in size, scope, and budgetary constraints. This information will be helpful as the framework and evidence with which to approach the issues when the new legislative session opens this winter.

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

Trustee Kelly Frager reported:

PAC met on Monday, October 9, 2023.

The Marketing and Creative Services Report was presented by Maya Demishkevich.

The Fall Credit Enrollment Analysis was presented by Mr. Gregg Bricca, Director of Institutional Effectiveness.

The next meeting will be held on Monday, October 23, 2023, in The Bollinger Family Conference Center (K100) at 3:30 P.M.

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

Trustee Frager reported:

1. The Board of Trustees must review and accept the annual audit. Title 16 of the Education Article, Annotated Code of Maryland and Board of Trustees' Policy require an annual audit of the College's accounts by an independent certified public accountant.

The current audit covers the period from July 1, 2022, to June 30, 2023.

**Recommended Motion:** Trustee Frager moved that the Board of Trustees accept the annual audit. Trustee Bollinger 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 September reports are not the audited final statement.

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

**Recommended Motion:** Trustee Frager moved that the Board acknowledge receipt of the September 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.

Trustee Foster reported:

3. The Non-Operating Budget Funds were presented to the Board for information.
4. The College will provide a Quarterly Report reflecting items purchased more than \$10,000 not specifically approved by the Board of Trustees. This policy was enacted by the Board of Trustees on November 16, 2005, pursuant to Title 16 of the Education Article and State Procurement Regulations for small procurement processes.

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

Trustee Bream reported:

1. Two new support staff appointments include Tanya Gore, Student Support Specialist, and Julia Youell, Evening and Weekend Information Center Specialist.
2. Seven new temporary appointments were presented for information.

Trustee Kahlert reported:

3. Changes of status for professional staff include Patricia Ryan, Director of Carroll County Mediation Center in CET and Jennifer Wheeler, Coordinator, Career Programs and Military Affiliated Student Advisor in Student Affairs.

**Recommended Motion:** Trustee Kahlert moved that the Board of Trustees approve status of changes for Patricia Ryan and Jennifer Wheeler. Trustee O'Callaghan seconded.

**Motion Status:** Motion carried unanimously.

Trustee O'Callaghan reported:

4. The College informed the Board of one employee separation for Dr. Melody Moore, Associate Provost of Program Development and Partnerships.

VI.A. Old Business/New Business

Trustee Bollinger remarked on the enjoyment and outstanding effort involved with the College's float at the Westminster Fall Fest Parade last month.

Trustee Nevius-Maurer reported:

1. The Board of Trustees Bylaws Policy Manual entitled Dedication/Naming of college facilities states that the Board may name buildings, rooms, outdoor spaces, etc. after individuals or organizations based on specific criteria. The Kahlert Foundation has been a significant financial supporter of the college since 2014 accumulating a total of \$3.1 million dollars, supporting many high impact initiatives.

**Recommended Motion:** Trustee O'Callaghan moved that the Board of Trustees approve the renaming of the Administrative Building as The Kahlert Foundation Campus Center effective immediately. Trustee Bream seconded.

**Motion Status:** Motion carried unanimously.

Trustee Kahlert expressed his sincere appreciation for the recognition of the Kahlert Foundation's passion for education and The College and he is thankful for this notable honor.

2. Trustee Nevius-Maurer reviewed the Board of Trustees Policy on awarding the College Medal and an Honorary Associates degree to nominated individuals.

A nomination for the College Medal and Honorary Degree for Annette Danek-Akey was submitted to the Board for approval.

Annette quickly engaged in the mission of Carroll Community College (College) and joined the Board of Directors of the Carroll Community College Foundation (Foundation) in October 2006.

Annette willingly and selflessly gave of her time and talents and quickly assumed leadership roles on the Foundation Board, including a three-year term as President of the Board during the Investing in a Brilliant Future Campaign. She dedicated her energy, leadership, and creativity to the annual Random House Book Fair; chairing this community celebration of literacy and annual fundraising event that raised over

\$800,000 during its 25-year span, with an unwavering focus on the mission of the event to support student scholarships.

Annette's personal generosity to Carroll Community College is also demonstrative of her dedication to the mission and vision of the College and Foundation. She frequently gave generously to areas of the most critical and urgent need and set the example of leadership to the Board by challenging them to give as well. Her meaningful and crucial support has contributed to the College realizing its bold vision during even the most challenging of times. Annually she would submit her giving to the Foundation to Penguin Random House for a corporate match, thereby doubling the impact of her giving.

As the senior executive responsible for the local operations of Random House, she advocated strongly for their corporate leaders to continue in their impactful and generous support of the critical needs of the College. Through her leadership, Penguin Random House became a committed supporter of instructional technology enhancements and sustainability, the STEM Scholars Program, a named endowed scholarship supporting a broad spectrum of students, and annual giving to fundraising events critical to our mission.

Her impact extends far beyond the financial arena alone. She became a valued and trusted advisor of our Foundation's fundraising efforts. Annette served as the Division Chair of the Board of Trustees and Foundation Board for the *Investing in a Brilliant Future Campaign*, giving selflessly of her time and leadership. Her innovative and inclusive leadership style energized the Foundation Board and espoused a can-do attitude that often inspired others.

For her exceptional commitment to assuring the mission and goals of the College; her preeminent support for and service to Carroll Community College; her superior leadership for the improvement of higher education; and her outstanding contributions to the community, the President of Carroll Community College is pleased and honored to forward to the Board of Trustees the nomination of Annette Danek-Akey to receive the College Medal and the Honorary Associate of Science Degree from Carroll Community College.

**Recommended Motion:** Trustee Frager moved in recognition of her exceptional commitment to assuring the mission and goals of the College; preeminent support for and service to Carroll Community College; superior leadership for the improvement of higher education; and outstanding leadership and commitment to the Carroll Community College Foundation, the Carroll Community College Board of Trustees awards the Carroll Community College Medal and the Honorary Associate of Science Degree to Annette Danek-Akey. These awards will be presented at the Starry Night Gala on Friday, December 1, 2023. Trustee Bollinger seconded.

#### **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 October 18, 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 October 18, 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 8:08 P.M.