

**CARROLL COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES**

**November 15, 2023
Approved**

BOARD MEMBERS PRESENT

Dave Bollinger
Sherri-Le Bream
Diane Foster
Kelly Frager (via conference phone)
Greg Kahlert
Mary Kay Nevius-Maurer, Chair
Dr. James D. Ball, Secretary/Treasurer

BOARD MEMBERS ABSENT- EXCUSED

Dave O'Callaghan, Vice-Chair

COMMISSIONER LIAISON

Commissioner Kenny Kiler

STUDENT GOVERNMENT

Liz Salmond

STAFF PRESENT

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

Board of Trustee Chair, Mary Kay Nevius-Maurer called the meeting to order at 6:07 p.m. and led the opening exercises.

Hearing no corrections or additions to the Agenda of November 15, 2023, Trustee Nevius-Maurer asked for a motion to approve the Agenda. Trustee Bollinger moved to approve the Agenda; Trustee Foster seconded. The November 15, 2023, Agenda was unanimously approved.

Trustee Bream moved that the October 18, 2023, minutes be approved; Trustee Foster seconded. The October minutes were unanimously approved.

IV.A. President's Report

Dr. James Ball, President, reported:

1. Dr. Ball invited Dr. Rose Mince, Provost, to deliver the Fall 2023 Credit Enrollment Analysis Report. Dr. Mince reported the Board calendar calls for a Fall Credit Enrollment Analysis, based on data as of the official census date at the end of the third week of classes. The report provides an analysis of credit enrollment compared to prior Fall terms.

Dr. Mince reviewed the Fall 2023 Credit Enrollment Analysis Report with the Board. Some of the report highlights were:

- Fall 2023 enrollment is up over 9% from Fall 2022.
- The total of dual-enrolled students for Fall 2023 is 1022, up from 807 in Fall 2022.

Dr. Mince answered questions from the Board. She also noted that the data dashboards are accessible by clicking on the charts and tables in the electronic version of this report that was emailed with the Board packet.

2. Dr. Ball thanked the Board for attending the Annual Delegation Meeting held at the College on October 26, 2023. The Carroll County Delegation in attendance included Senators Ready and West, Delegates Bouchat, Tomlinson, and Stonko. Delegate Rose was unable to attend. Dr. Ball stated that he thought the

College's presentation to the Delegation provided helpful information about the state of the College and our progress. The delegation expressed support for the College in the coming legislative session.

3. Dr. Ball expressed appreciation to the Board for attending the Annual Outreach Breakfast with the Commissioners on November 14, 2023. Commissioners Rothstein, Kiler, Gordon and Vigliotti were in attendance. Commissioner Guerin was unable to attend. The meeting was informative and productive in sharing information about the College's overall performance, and highlighting especially, the College's role and progress in serving workforce development needs of the County. Additional discussion centered around the implications of the Blueprint for Quality Education in Maryland on the County's operating budget.
4. Dr. Ball and Trustee O'Callaghan attended the MACC Board of Directors meeting on Friday, October 27, 2023, at Anne Arundel Community College.

Dr. Ball reported the MACC Board of Directors and the Maryland Council of Community College Presidents (MCCCP) convened for lunch. Attendees enjoyed a lively discussion with Dr. Sanjay Rai the new Secretary for the Maryland Higher Education Commission (MHEC).

Dr. Ball also reported that attendees approved the FY 24 budget and the MACC Legislative Agenda for the upcoming legislative session.

5. Dr. Ball shared that the First Friday Group Meeting was held on November 3, 2023, in the Shauck Auditorium at Carroll Hospital. The presentation was about the future of nursing in Carroll County in collaboration with Mr. Garrett Hoover, President and COO, Carroll Hospital Center and Dr. Julia Jasken, President of McDaniel College. Dr. Nancy Perry, Division Chair of Health Sciences and Director of Nursing, was also in attendance to talk about the Nursing Program at Carroll Community College.
6. Dr. Ball invited Lisa Slappy, Chief Communications Officer, to provide the monthly Diversity, Equity, and Inclusion update to the Board.

Ms. Slappy reported that the Black Student Union (BSU) Dinner event with Faculty, Staff and Students was held on November 9, 2023, on campus. Attendees enjoyed a robust conversation about success strategies, networking, and mentoring. In addition to the energetic discussion, everyone enjoyed authentic African, Jamaican, and Soul food.
7. 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 the Foundation Board will meet on November 16, 2023, and they will receive the Annual Financial Audit Report. In addition, the IT Showcase that was scheduled for November 9, 2023, is postponed until the Spring semester.

Mr. Wantz updated the Board that the Annual Giving Day(s) is being planned for April 1-2, 2024.

Mr. Wantz updated the Board on the Starry Night Gala scheduled on Friday, December 1, 2023. He thanked the Board members for their support of the event. He expressed appreciation for the student volunteers. Sponsorships are at \$172, the highest level ever, and only a few uncommitted tickets are remaining. The Foundation is using a new auction platform, One Cause this year. Information on how to use the system will be available through your ticket.

IV.B. Academic Council

Ms. Mary Wallace, Academic Council President reported:

The Academic Council met on November 3, 2023. Six proposals were approved. Ms. Wallace summarized these proposals with the Board. The next meeting will be held on December 1, 2023.

IV.C. Senate

Ms. Emily Salyards, Senate President reported:

The Senate met on Friday, November 10, 2023. The guest speaker was Jeremy Roop, Coordinator, Information Technology, Advanced Manufacturing, and Innovation in CET.

Senate meets again on December 8, 2023

IV.D. Student Government Organization (SGO)

Ms. Liz Salmond, reported:

Ms. Salmond reported that nine students have volunteered to help with the Starry Night Gala. The SGO presented their sponsorship tickets to Dr. DaVida Anderson, Director of Student Care and Integrity and she graciously accepted the tickets to attend the Starry Night Gala.

SGO has a newly formed Chemistry Club. The approval of this club initiated a discussion regarding academic grades and participation in extracurricular activities. Ms. Salmond hopes to open the discussion up to more students and have comments and feedback to report on in the future.

Ms. Salmond shared that thirteen participants decorated their space and handed out treats to several children that participated in the Trunk or Treat on Monday, October 30, 2023.

The Winter Wonderland event will have a mental health focus and is planned for December 6, 2023, on campus.

IV.E. Commissioner

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

The Commissioners appreciated the presentation and lively discussion at the Annual Outreach Breakfast meeting at the College on November 14. The questions that needed more research and data analysis will be compiled and reported to the Commissioners as soon as possible.

IV.F. Planning Advisory Council (PAC)

Trustee Sherri-Le Bream reported:

PAC met on Monday, October 23, 2023, and Monday November 6, 2023

Ms. Patti Davis presented the FY2025 Operating Budget requests and justifications. Members were able to have open discussion and ask questions about the proposed FY2025 budget. Dr. Koerner presented the Continuing Education and Training Enrollment Revenue Report. Dr. Ball and Mr. Clyde Johnson spoke about DEIB and asked members to provide feedback on the proposed DEIB Vision, Mission and Statement of Commitment.

PAC members voted to endorse the proposed budget to Dr. Ball. The budget will be presented to the Board of Trustees at the December 13, 2023, meeting.

The next meeting will be held on Monday, December 4, 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. The Board of Trustees must review and accept monthly financial reports, subject to audit verification. Financial monthly reports are provided to the Board of Trustees in order to keep the Board informed of the ongoing status of the College's financial activities. The October reports are not the audited final statement.

Recommended Motion: Trustee Foster moved that the Board acknowledge receipt of the October financial report. 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: Unanimously approved.

2. The Fiscal Year 2025 Operating Budget Preliminary Overview was presented to Board of Trustees for information.
3. Approval of a modification to College Policy – Capitalization Policy for Fixed Assets. The Board of Trustees must approve all new or revised policies.

The College is recommending increasing the fixed-asset expenditure threshold from \$2,500 to \$5,000. Increasing the threshold will optimize our financial management practices. This adjustment will enhance our accuracy, efficiency, and strategic decision-making while aligning us with our peer institutions. Fixed assets will continue to be capitalized in accordance with Generally Accepted Accounting Principles.

Recommendation: Trustee Foster moved that the Board of Trustees take action to approve the modification to the College Capitalization Policy for Fixed Assets at its next Board of Trustees meeting. Trustee Bollinger seconded.

Motion Status: Unanimously approved.

Trustee Bollinger reported:

4. Board Policy II-44 requires the Board of Trustees to approve the acceptance of all gifts to the College.

Mr. Jon Steiger, father-in-law of Professor Eric McCullough of the Carroll Community College Humanities, Art & Music Department would like to donate three (3) guitars to the Music Department. The three instruments would be used by guitar students in applied lessons and ensembles. It is also possible that instructors may use the instruments while teaching or accompanying students on-campus.

Recommended Motion: Trustee Bollinger moved that the Board of Trustees accept the donation of three guitars as described by Mr. Jon Steiger for the uses stated above with our sincere gratitude for his caring toward our students. Trustee Foster seconded.

Motion Status: Unanimously approved.

5. Board Policy II-44 requires the Board of Trustees to approve the acceptance of all gifts to the College.

Professor K. Siobhan Wright of the Carroll Community College Communication Arts Department would like to donate a guitar to the Music Department. The guitar would be used by music students in applied lessons and ensembles. It is also possible that instructors may use the instruments while teaching or accompanying students on-campus.

Recommended Motion: Trustee Bollinger moved that the Board of Trustees accept the donation of the guitar as described from Professor K. Siobhan Wright for the uses stated above with our sincere gratitude for her caring toward our students. Trustee Foster seconded.

Motion Status: Unanimously approved.

6. Board Policy II-44 requires the Board of Trustees to approve the acceptance of all gifts to the College.

Book donations, *Becoming*, *Congressional Procedures*, *A Promised Land*, *The Persuaders*, and *Safe and Sound* from various donors were added to the Campus Library Collection for FY 2024.

Recommended Motion: Trustee Bollinger moved that the Board of Trustees accept the book donations as described from various donors to add to the Campus Library Collection with our sincere gratitude. Trustee Foster seconded.

Motion Status: Unanimously approved.

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

Trustee Bream reported:

1. The College proposed one new professional appointment to include Amy Yanky, Assistant Professor, Nursing, effective October 16, 2023.

Recommended Motion: Trustee Bream moved that the Board of Trustees approve the appointment of Amy Yanky. Trustee Kahlert seconded.

Motion status: Unanimously approved.

2. One new support staff appointment was presented for the Board's information. Erin Cool, Library Services Specialist, started work at the College effective November 13, 2023.

Trustee Kahlert reported:

3. Two new temporary appointments were presented for information.
4. The College informed the Board of two employee separations including Brittany Hurley-Cranford, Environmental Services Specialist and Constance Young, Financial Aid Associate.

VI.A. 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 November 15, 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 November 15, 2023, Board of Trustees' meeting and meet in a closed Executive Session; Trustee Foster seconded.

Motion status: Unanimously approved.

VIII. Adjournment

Trustee Nevius-Maurer adjourned the meeting at 7:20 P.M.