

**CARROLL COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES**

**February 21, 2024
Approved**

BOARD MEMBERS PRESENT

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

COMMISSIONER LIAISON

The Honorable Kenny Kiler

STUDENT GOVERNMENT

Ms. Liz Salmond

STAFF PRESENT

Gregg Bricca
Rob Brown
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

Board of Trustee Chair, Mary Kay Nevius-Maurer called the meeting to order at 5:48 P.M. and led the opening exercises.

Hearing no corrections or additions to the Agenda of February 21, 2024. Trustee Bream moved for approval of the meeting Agenda; Trustee Foster seconded. The February 2024 Agenda was unanimously approved.

Trustee Foster moved that the December 13, 2023, minutes be approved; Trustee O’Callaghan seconded. The December 2023 minutes were unanimously approved.

IV.A. President’s Report

Dr. James Ball, President, reported:

1. Dr. Ball invited Dr. Rose Mince to provide an enrollment update for credit programs. Dr. Kelly Koermer also provided an enrollment update for Continuing Education and Training (CET). Dr. Mince reported good news that both headcount and full-time equivalency (FTE) are up compared to last year's census numbers. The headcount increased approximately 6% and FTE increased almost 8% compared to last spring. This data signifies a positive development that students are enrolling in more credits. The College’s dual enrollment students, in particular, are seizing the opportunity to take multiple classes.

Dr. Koermer provided revenue, headcount, and full-time-equivalent enrollment updates on CET. As of January 31, 2024, the revenue for CET stands at \$1.22 million. The current headcount is 3,075 enrollments and 350 FTE.

A detailed spring credit enrollment analysis will be shared with the Board at its March meeting.

2. Dr. Ball provided a Legislative update to the Board. He shared a brief synopsis of the proposed Budget Reconciliation and Financing Act (BRFA) in the Governor’s budget for 2025, which includes a major funding cut to Maryland’s Community Colleges.
3. Dr. Ball, Dr. Mince and several Trustees attended the MACC Trustee Leadership Conference and Legislative Reception in Annapolis on January 22, 2024. Trustee O’Callaghan shared feedback that he would enjoy more time with other College Trustees. Trustee Bream and Trustee Frager expressed appreciation for Trustee O’Callaghan’s valuable leadership and successful presentation. The Trustees conveyed their

appreciation for the chance to engage with our County Delegation during both the reception and the on-campus meetings. These interactions provide a valuable platform for dialogue and collaboration between the Trustees and local representatives.

4. Dr. Ball attended Student Advocacy Day on February 6, along with Dr. Mince, Ms. Jen Snyder, Ms. Teri Leatherwood and seven students. Students from around the State gathered to hear Maryland legislators speak in support of Community Colleges. Carroll Community College students passionately shared compelling, dynamic, and impactful testimonials about their college experience.
5. The Carroll County Chamber of Commerce Budget Presentation was held at McDaniel College on February 15. Ted Zaleski, the Director of Management and Budget for Carroll County Government, delivered the annual County Budget Update.
6. Dr. Ball addressed the Carroll County Workforce Development Board's Talent Reimagined Workforce Convening. The College partnered with the Workforce Investment Board (WIB) to host the first annual convening at Carroll Community College. The event was well attended with WIB board members, Carroll County Workforce Development, Economic Development staff, and local business leaders. Commissioner Gordon was present, and Commissioners Kiler and Rothstein conveyed their messages via video.
7. Dr. Ball invited Mr. Clyde Johnson, Executive Director, Diversity, Equity, and Inclusion, to provide his monthly report to the Board.

Mr. Johnson shared that extensive work is underway, focusing on rewriting the Diversity Mission, Vision, and Civility statements. Upon reviewing the strategic plan, there have been revisions to the definitions. Additionally, the goals of the Diversity, Equity, Inclusion, and Belonging (DEIB) committee have been clarified and the responsibilities assigned to the Executive Director, the President, and the Board have been delineated. The committee reviewed and updated the DEIB Committee charter and the membership structure. They are shaping the Diversity, Equity, Inclusion and Belonging Committee with the responsibility of monitoring and advancing the DEIB audit recommendations.

Mr. Johnson reported that the entire DEIB Plan update will be presented to the Board for approval in March.

Mr. Johnson invited the Trustees to attend the trip to the Smithsonian African American Museum and the Holocaust Museum on Friday, April 12^h. Furthermore, the Board is invited to participate in the Carroll Citizens for Racial Equity (CCRE) Annual Conference scheduled for Friday, April 26, 2024, commencing at 8:30 a.m. on campus. The conference aims to foster community engagement and learning by addressing timely issues related to race and equity in Carroll County and the broader U.S. This year's theme is "Relearning the Past, Owning the Present, and Building an Equitable Future".

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 has announced that the fall 2024 scholarships for our students will be released soon.

The Foundation will be hosting Carroll Giving Days on April 11th and 12th. More details will be provided in the near future.

Mr. Wantz shared flyers with the Board on the 2nd Annual Family Funfest event taking place on April 27, 2024, from 9:00 a.m. to 3:00 p.m. at the College. Sponsorships for the event are doing exceptionally well. He invited the Board to attend and/or volunteer at this event, so we can demonstrate to the community the great leadership of our Boards.

Mr. Wantz informed the Board that the Campaign Steering Committee is making rapid progress and gaining momentum. He thanked Trustee Kahlert and Trustee O’Callaghan for their dedicated leadership and active participation in this campaign.

9. Dr. Ball informed the Board that Trustee, Mary Kay Nevius-Maurer, accepted the College’s invitation to be this year’s Commencement speaker.

IV.B. Academic Council

Ms. Mary Wallace, Academic Council President reported:

Academic Council met on Friday, January 5, 2024. Seven proposals were submitted and approved by the Council.

Academic Council met on Friday, February 2, 2024. Sixteen proposals were submitted and approved by the Council. The next meeting will be held on Friday, March 1, 2024.

IV.C. Senate

Emily Salyards, Senate President, reported:

The Senate met on Friday, February 9, 2024.

Dr. Ball shared an update on the security desk concerns and plans to consider adhesive options to increase visibility for visually impaired individuals on the steps in lower A building leading to the bookstore. Dr. Ball also informed Senators that a memorial service is being planned for February 27th at 2 p.m. to honor the memory of Jonathan Boyle.

Guest speakers Mr. Steve Wantz provided updates from the Foundation and Ms. Patti Davis spoke about budget revisions.

The next Senate meeting will be held on Friday, March 8, 2024.

IV.D. Student Government Organization (SGO)

Ms. Liz Salmond, SGO President reported:

SGO had a very successful Valentine’s Day Stuff a “Lynx” Plush and Jewelry Box painting event. The basketball event is planned for late February at the Coppermine Pantherplex.

Ms. Salmond and the SGO officers have been promoting SGO and accepting applications for Executive Board positions for next year.

IV.E. Commissioner

The Honorable Kenny Kiler Commissioner Liaison to the Board reported:

Commissioner Kiler acknowledged the positive atmosphere of employee satisfaction observed this evening at the Board dinner among the Carroll Community College employees.

The Commissioners will begin the budget cycle in the upcoming weeks. This cycle will encompass a diverse array of budget requirements that need attention and resolution. The Commissioner emphasized that Carroll Community College has consistently served as the cornerstone of our community. The College is a priority both educationally and economically.

IV.F. Planning Advisory Council (PAC)

Mr. Rob Brown reported:

The Planning Advisory Council met on Monday, February 5, 2024.

The FY2024 Annual Strategic Priorities – mid-year updates were reviewed.

Mr. Clyde Johnson, Executive Director, Diversity, Equity, and Inclusion shared the DEIB Plan update with PAC members.

A review of the College’s Institutional Effectiveness (IE) Measures involved PAC members in a group activity to examine how these measures impact the FY 2024 Strategic Initiative tasks.

Ms. Patti Davis, Vice President of Administration, provided an update on the FY2024-2025 Budget process.

The next meeting will be held on Monday, March 4, 2024, in The Bollinger Family Conference Center (K100) at 3:30 P.M.

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

Trustee Foster informed the Board that Ms. Davis would provide an update on the FY2025 Operating Budget Request and the Tuition and Fee Structure for FY2025.

Ms. Davis reported the changes to the Fiscal Year 2025 Budget Request that was proposed in detail at the December 2023 Board meeting. In addition to the operating budget submittal, the Board was provided with modifications on the original County supplemental request. Ms. Davis answered questions from the Board and the Commissioner.

Trustee Foster reported:

1. The Board must approve the annual budget request pursuant to the Board of Trustees Policy Manual. Annually, the College prepares an operating budget effective July 1 of the upcoming fiscal year. The budget development process seeks to match resources with expenditures required to fulfill the mission of the College.

Recommended Motion: Trustee Foster moved that the Board of Trustees approve the Fiscal Year 2024-2025 Proposed Operating Budget and authorize the President to transmit it to the Board of Carroll County Commissioners for their review. Trustee Bollinger seconded.

Motion Status: Unanimously approved.

Then Ms. Davis reviewed the in-county and out-of-county tuition rates with the Board.

Trustee Foster continued:

2. Pursuant to the Board of Trustees Policy, the Board must approve the Tuition and Fee structure of the College prepared in conjunction with the development of the annual operating budget. The Board of Trustees must approve a Tuition and Fee Structure in conjunction with FY2025 budget request, to be effective Summer Session 1, 2024.

There is a 4.4% increase being recommended for in-county rates.

There is a 1.3% increase being recommended for out-of-county students and a 5.6% increase for out-of-state students in order to remain compliant with State Law, Title 16 Section 301 (7)(B1).

Recommended Motion: Trustee Foster moved that the Board of Trustees approve the revised Tuition and Fee Structure for the tuition increase, effective Summer Session 1 – 2024, for Credit Students and Fall Session 2024, for Continuing Education and Training. Trustee Bollinger seconded.

Trustee Bream voiced concerns that the College will be forced to increase tuition due to the projected BRFA for 2025.

Motion Status: Unanimously approved.

3. Financial monthly reports are provided to the Board of Trustees to keep the Board informed of the ongoing status of the College's financial activities. A review of the financial statements for the periods ending December 31, 2023, and January 31, 2024, reveals normal and reasonable receipts, disbursements, and encumbrances.

Recommended Motion: Trustee Foster moved that the Board acknowledges receipt of the December and January 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: Unanimously approved.

4. The Board of Trustees Policy Item requires approval of all Purchase Requisitions amounting to over \$25,000. The College is currently using software from Fifth Asset, Inc. d/b/a DebtBook to manage lease and subscription agreements to comply with guidelines under the Governmental Accounting Standards Board (GASB). The DebtBook software is used to streamline the processes to accurately and efficiently track lease and subscription agreements to remain compliant with the GASB reporting standards. The current software subscription, which will expire on March 5, 2024, was purchased under the Region 14 Education Center Contract Number 14-03 Master Agreement and the NCPA Administration Agreement. The agreement will be renewed for three years (plus three months to align with the end of the College's fiscal year). The total subscription cost through June 30, 2027, is \$34,705.

Recommended Motion: Trustee Foster moved that the Board of Trustees authorize the College to award the purchase of a renewal agreement for a three-year term in an amount not to exceed \$35,000 to Fifth Asset, Inc. D/B/A DebtBook. Trustee Bollinger seconded.

Motion Status: Unanimously approved.

5. The Board of Trustees Policy Item requires approval of all Purchase Requisitions amounting to over \$25,000. Carroll Community College is committed to creating a learning environment in which its supervisors and leaders can grow and develop. After a review of possible solutions, the framework, platform, and tools available, Developmental Dimensions International (DDI) met the criteria. The College purchased a one-year subscription to the DDI platform to help supervisors at all levels intentionally develop appropriate competencies for supervising employees under their charge to improve performance, increase employee satisfaction, and gain outcomes for the College. The purchase of DDI was deemed a sole source as DDI is the only provider of leadership development to offer personalized learning to participants. The College would like to purchase an additional one-year subscription to the DDI platform.

The total cost is broken down into the following:

- \$23,750.00 for the subscription minimum of 50 users.
- \$9,440.00 for 32 (x \$295.00 per) additional users (above the 50) to ensure all current 82 managers have full access.

Recommended Motion: Trustee Foster moved that the Board of Trustees authorize the College to purchase the software solution from DDI at a total contract amount not to exceed \$34,000.00. Trustee Bollinger seconded.

Motion Status: Unanimously approved.

Trustee Bollinger reported:

6. The Board of Trustees Policy requires the Board of Trustees to approve the acceptance of all grants. Carroll Community College has received a grant sub-award from Maryland Department of Labor in the

amount of \$319,274 for the State Apprenticeship Expansion Grant, Hospitality Management Apprenticeship Program. This is a capacity building grant to enable Carroll Community College to establish and sponsor a hospitality management apprenticeship program that will lead to an associate degree. The grant award is designated to hire an Apprenticeship Navigator (90%) to serve as the College liaison to MD Labor, Carroll County Public Schools (CCPS), Carroll County Workforce Development, Maryland Apprenticeship Training Council, employers, and community partners in the design, development, sponsorship, and delivery of a robust apprenticeship to degree program in management, hospitality, and food service. The grant period ends June 30, 2026.

Recommended Motion: Trustee Bollinger moved that the Board of Trustees accept the sub-award from the Maryland Department of Labor in the amount of \$319,274. Trustee Foster seconded.

Motion Status: Unanimously approved.

7. The Board of Trustees Policy requires the Board of Trustees to approve the acceptance of all grants. Carroll Community College was awarded \$12,000 in funding from NACCE through its national Pitch for the Trades competition. The funding is designated for the expansion of the auto technology/electric vehicle pathway. These grant funds will be used to purchase Advanced Driver Assistance Systems (ADAS) training equipment. These ADAS trainers will be used to expand auto technology educational pathways and bridge the gap between traditional auto repair and electric vehicle repair by incorporating the Automotive Service Excellence (ASE) L4 curriculum and ADAS training components. It will also enable the College to prepare students for ASE ADAS Specialist certification.

Recommended Motion: Trustee Bollinger moved that the Board of Trustees accept the National Association of Community Colleges Entrepreneurship (NACCE) Pitch for the Trades Grant in the amount of \$12,000. Trustee Foster seconded.

Motion Status: Unanimously approved.

8. Single Audit Analysis FY2023 - The College participates in the Single Audit, A-133, which is a comprehensive review of Federal grants and evaluates the processes and internal controls of programs to provide reasonable assurances that the institution maintains compliance within the guidelines set forth by the governmental agencies responsible for these funds.

The College's Single Audit reviews processes and procedures of Title IV programs sponsored by the United States Department of Education (USDE). These programs include College Work Study, Supplemental Education Opportunity Grant, Pell Grant, Direct Student Loan and HEERF.

The Single Audit Finding, attached, did not have an impact on the presentation of the College's audited financial statements. There are no questionable costs related to the auditor's finding when assessing the total funding of the Title IV programs.

The Single Audit for fiscal year 2023 testing concluded with the following finding:

Significant Deficiency in Internal Control Over Compliance - Other Matters

Condition: During testing of enrollment status reporting, we noted that a student's correct enrollment status and effective date was not reported to NSLDS.

Recommendation: The College should evaluate their procedures and policies related to reporting status changes to NSLDS and enhance as deemed necessary to ensure that accurate information is reported to NSLDS.

Action taken in response to finding: The College agrees with the recommendation to evaluate the procedures and policies related to reporting status changes to the Department of Education's National Student Loan Data System (NSLDS).

Update: The Institutional Effectiveness Department has begun the process of randomly testing and reviewing students on a semester basis to verify that data upload to the National Student Clearinghouse is interfacing and updating properly to the National Student Loan Data System.

9. The Non-Operating funds were provided to the Board for information only.
10. The quarterly report reflecting items purchased more than \$10,000 and less than \$25,000 were provided to the Board for information

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

Trustee O'Callaghan reported:

1. The College proposed three professional appointments to include Dr. Rosalie Mince, Associate President; Nicole Myers, Director, Enterprise Application Services; and Dr. Igor Woiciechowski, Assistant Professor – Sciences.

Recommended Motion: Trustee O'Callaghan moved that the Board of Trustees approve the appointments of Dr. Rosalie Mince, Nicole Myers, and Dr. Igor Woiciechowski. Trustee Bream seconded.

Motion Status: Unanimously approved.

Trustee Kahlert reported:

2. The College had four new Support Staff appointments provided to the Board for information.
3. Several new temporary appointments were provided to the Board for information.
4. The College informed the Board of three employee separations: Leroy Koontz, Campus Police Officer, Dr. Nancy Perry, Professor and Division Chair for Allied Health, James (Jimi) Schaeffer, Receiving and Mail Services Specialist.

VI.A. Old Business/New Business

Dr. Ball invited Board Members to the Memorial Service/Celebration of Life for Jonathan Boyle on Tuesday, February 27, 2024, at 2 p.m. in the Babylon Great Hall.

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 official February 21, 2024, Board of Trustees' meeting. Trustee Frager moved to end the February 21, 2024, Board of Trustees' meeting; Trustee Bream seconded.

Motion status: Unanimously approved.

VIII. Adjournment

Trustee Nevius-Maurer adjourned the meeting at 7:27 p.m.