

**CARROLL COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES**

**May 15, 2024
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

The Honorable Kenny Kiler

STUDENT GOVERNMENT

Shanecia Pitterson, SGO President-Elect

STAFF PRESENT

Rob Brown
Dr. Kristie Crumley
Patti Davis
Clyde Johnson
Dr. Michelle Kloss
Dr. Kelly Koerner (via phone)
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 5:55 P.M. and led the opening exercises.

Hearing no corrections or additions to the Agenda of May 15, 2024. Trustee O’Callaghan moved for approval of the meeting Agenda; Trustee Bream seconded. The May Agenda was unanimously approved.

Trustee Foster moved that the April 17, 2024, minutes be approved; Trustee Frager seconded. The April minutes were unanimously approved.

IV.A. President’s Report

Dr. James Ball, President, reported:

1. Dr. Ball notified the Board that changes were coming to the Gender-Based and Sexual Misconduct Policy and Gender-Based and Sexual Misconduct Reporting, Investigation, Hearing, Decision, Sanctions, and Appeal Policy Procedures - Title IX. On April 19, the Department of Education released amendments to Title IX of the Education Amendments of 1972, the federal gender-equity law (34 C.F.R. Part 106). The 2024 regulations must be implemented by August 1. To comply with this deadline, the College is currently updating its Gender-Based and Sexual Misconduct Policy. The Board will be informed as changes are drafted into a proposed policy and have already begun working with counsel to ensure full compliance with the 2024 regulations. A draft of the updated policy will be shared with the Board of Trustees at its June meeting.

Trustee O’Callaghan reminded the Board that Title IX policy revisions need not undergo the Board of Trustees' approval process for non-substantial updates. The Board will receive notification of such adjustments and modifications.

2. Dr. Ball reported the College hosted the 5th annual Student Excellence Showcase on April 17, 2024. Dr. Mince shared the video highlights with the Board of Trustees. The Student Excellence Showcase features projects completed by students in Carroll’s Lynx Scholars, Pappalardo Honors, and STEM Scholars programs. Student work represents a variety of Carroll courses and demonstrates significant research, writing, problem solving, reflection, and creativity.

3. Dr. Ball and Dr. Mince enjoyed an engaging conversation with Dr. Mark Ginsberg, the President of Towson University, during their visit on April 18th. Dr. Ginsberg understands the value and importance in ensuring a seamless and well-informed transfer experience.
4. Dr. Ball, Dr. Mince, Dr. Crumley, Dr. Kloss and Mr. Clyde Johnson attended the annual Articulation Luncheon with McDaniel College, and Carroll County Public School. Representatives from the three education institutions benefit from a lunch meeting that was held at the CCPS Central Office on April 22, 2024. The three schools have a lot of opportunities to collaborate and partner on initiatives. Mr. Johnson spoke about the value to the community when the institutions work together on Diversity, Equity, Inclusion and Belonging (DEIB) programs.
5. The Tri-Alpha Honor Society Induction ceremony was held for the College's First-Generation students on April 24. Martha Cruz, a former first-generation student and alumna of Carroll, delivered a relevant and impactful keynote address.
6. The LifeBridge Health *Taste of Carroll* celebrated its 25th year with a wonderful culinary event to support BridgingLife Hospice and Palliative Care. Many Trustees and College leaders attended on Monday, April 29, 2024, at 1623 Brewing Company in Eldersburg. Several board members attended and reported having a good time and interacting with a lot of people from across Carroll County.
7. Dr. Ball enjoyed the Student Leadership Reception that was held on Tuesday, April 30th in the Babylon Great Hall in the Kahlert Foundation Campus Center. He expressed that the reception was a highly commendable acknowledgment of the programs and activities conducted by various campus clubs and organizations. He thanked Trustees Bream, Kahlert and Nevius-Maurer for attending the celebration with our students.
8. Dr. Ball, Dr. Mince and Dr. Crumley attended the Phi Theta Kappa (PTK) Annual All-Maryland Community College Recognition Dinner held on Wednesday, May 1, 2024, at Turf Valley Resort and Conference Center. The event recognizes the academic achievement and community service of community college students in the State of Maryland.
9. Dr. Mince attended the Pappalardo Honors Program Capstone Event on May 3, 2024, in the Bollinger Family Conference Center (K100). The students summarize their journey in the Honors program and recognized and celebrated for their accomplishments.
10. Dr. Ball reported on the Electrical Apprenticeship Program of Carroll County in partnership with Carroll Community College held their thirty-fifth graduation on May 4, 2024, in the Bollinger Family Conference Center (K100), celebrating 18 graduates.
11. Dr. Ball shared that Dr. Mince was recognized and honored on May 6th at the Lyric in Baltimore as one of Maryland's Top 100 Women by The Daily Record. Dr. Mince received congratulations for being part of an outstanding cohort of leaders from across the state.
12. Dr. Ball invited Dr. Mince to share about The Phi Theta Kappa International Honors Society new member induction ceremony that was held on May 9 in the Bollinger Family Conference Center (K100). Dr. Mince reported that this was a meaningful ceremony, and it was one of the College's largest classes of inductees.
13. Dr. Ball invited Mr. Clyde Johnson, Executive Director, Diversity, Equity, Inclusion, and Belonging (DEIB) to provide his monthly report to the Board.

Mr. Johnson reported that he attended the Articulation Meeting on April 22 with representatives from Carroll County Public Schools (CCPS) and McDaniel College. They discussed establishing practices for

the three institutions to partner in providing DEIB workshops, seminars, resources, and professional development opportunities.

Mr. Johnson informed the Board that he is working with CCPS in hosting a conference for Diversity club leaders in October 2024 and he will provide more details as the plans come to fruition.

Mr. Johnson delivered an update on campus-wide clubs. A Latina club has recently been established, and there are discussions about creating a club tailored for non-traditional, older students.

Mr. Johnson provided a recap of the successful Carroll Citizens for Racial Equity (CCRE) Conference that the College hosted on April 26, in which Dr. Ball provided opening remarks to 161 attendees. Additionally, he reminded board members that the Juneteenth celebration event on campus is Saturday, June 22, 2024. Lastly, Mr. Johnson invited Trustees to volunteer to participate with Dr. Mince in conducting mock interviews at the Boys and Girls Club Workforce Academy on July 25.

14. Dr. Ball invited Mr. Steve Wantz, Executive Director of Institutional Advancement & College Foundation and Ms. Lisa Slappy, Chief Communications Officer to share their reports on recent events

Ms. Slappy shared that the Family Fun Fest was held on our campus on Saturday, April 27, 2024. The Community Outreach and Engagement Committee, with the Foundation Office planned a successful event for families with games, activities, free books, demonstrations, and food concessions. Trustee Nevius-Maurer along with the College's Executive Team, staff, faculty, and students volunteered many hours to welcome community members to our campus.

Ms. Slappy provided the Board of Trustees with several additional noteworthy updates. On April 24, 2024, the Carroll County Times published an article with photos highlighting the College's theater production of "Don't Dress for Dinner." Additionally, during the same week, WBAL TV Channel 11 aired a story about the College's Nursing students participating in a mass casualty training exercise to prepare for real-life scenarios. Finally, on May 6, the Baltimore Sun featured Dr. James D. Ball and UMBC President Dr. Valerie Sheares Ashby signing the Memorandum of Understanding on April 10 at a ceremony held at Carroll.

Mr. Wantz announced that the College achieved significant success in fundraising from the Family Fun Fest, securing over \$19,000 in sponsorship funds. This money will directly benefit students attending Summer Kids at Carroll. Additionally, the Technology Raffle was highly successful, raising over \$1,100 and enabling the College to fulfill the remainder of its \$1,050,000 matching grant from the County Commissioners. Furthermore, Mr. Wantz reported that the Turning Hopes and Dreams Into Reality Campaign, Honoring the Legacy of Dr. James Ball, has surpassed \$7.5 million in requests and commitments, with additional requests pending, putting the campaign on track toward its goal.

Mr. Wantz expressed gratitude to Trustee Bollinger for hosting a delightful, intimate gathering at his home on May 14, 2024. Attendees cherished the opportunity to engage in personal conversations with Dr. Ball and his wife, Mrs. Marie Ball, as well as to acquaint themselves better with Dr. Mince.

IV.B. Academic Council

Ms. Mary Wallace, Academic Council President reported:

Academic Council met on Friday, May 3, 2024.

Four proposals in various subjects were reviewed and approved by the council. Ms. Wallace provided the details of the proposals.

The Council's next meeting will be held on Friday, June 7, 2024.

IV.C. Senate

Emily Salyards, Senate President, reported:

The Senate met on Friday, May 10, 2024. Dr. Ball provided a brief update on the budget. Ms. Andrea Gravelle presented the Digital Accessibility Policy for Senators to review. Senators will vote on whether to endorse that policy at the June Senate meeting.

Senators were reminded that their constituencies will require nominees to fill vacant seats, allowing new Senators to participate in the June meeting.

The next meeting will be held on Friday, June 14, 2024.

IV.D. Student Government Organization (SGO)

Ms. Shanecia Pitterson, SGO President-Elect, reported:

Ms. Pitterson reported that the Student Government Organization planned a triumphant end-of-year event to honor Dr. Ball as part of the "Dr. Ball Lightning Tour 2014-2024". The celebration featured various activities such as games, arts and crafts, and complimentary food. Faculty, staff, students, trustees, and family members had a fantastic time testing their skills on a mechanical bull. Dr. Ball and his band, Escape Goat, entertained everyone with their musical talents at the Scott Center Theater, creating a fantastic celebration of Dr. Ball's legacy.

Ms. Pitterson also shared that the SGO Board is working on plans for a summer retreat.

Dr. Ball expressed sincere appreciation for the tremendous effort invested in planning and executing such an extraordinary event. He expressed his sentiment, saying, "I wish you could feel what I felt."

IV.E. Commissioner

The Honorable Kenny Kiler Commissioner Liaison reported:

Commissioner Kiler commented on efforts to connect with the new owner of the Baltimore Sun and Carroll County Times, Mr. David Smith. Mr. Smith has shown great interest in exploring avenues to expand the Carroll County Times and appears dedicated to refocusing the paper on local community news, with increased involvement from local contributors.

Commissioner Kiler asked about the Maryland State Board of Education's recent vote to limit the number of dual enrollment credits students can receive each semester and how this impacts Carroll Community College. Trustee Bream clarified that students may take more credits each semester, but the student has to pay for it.

The Commissioners have one more budget session on May 16. Commissioner Kiler indicated that the Commissioners opted not to raise the property tax rate, as had been proposed, so residents will continue to pay the same rate that has been in effect since 1997. In addition, the budget includes an increase in the recordation tax imposed by the purchase or sale of property.

Commissioner Kiler stated the commissioners will also consider the possibility of introducing new regulations regarding the sale of cannabis.

IV.F. Planning Advisory Council (PAC)

Trustee Bream reported:

The Planning Advisory Council met on Monday, May 6, 2024.

Dr. Ball and Ms. Patti Davis, Vice President of Administration provided a budget update.

Members of the PAC shared progress reports on the five compass priorities that constitute the Strategic Plan: Student Success, Career and Economic Development, Diversity and Global Citizenship, Institutional Excellence, and Resource Management.

Dr. Michelle Kloss, Associate Provost of Assessment and Institutional Effectiveness, reviewed the Quality Improvement Cycle (QUIC).

Mr. Gregg Bricca, Director of Institutional Effectiveness, Planning, Marketing, and Assessment, guided members of the PAC through a collective endeavor aimed at evaluating and offering feedback on the College's existing Priority statement.

Trustee Bream expressed gratitude for the dynamic, inclusive, and positive atmosphere within the PAC, noting the active and productive participation it fosters.

The next meeting will be held on Monday, June 3, 2024, in The Bollinger Family Conference Center (K100).

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

Trustee Bollinger reported:

1. 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. A review of the financial statements for the period ending April 30, 2024, reveals normal and reasonable receipts, disbursements, and encumbrances.

Recommended Motion: Trustee Bollinger moved that the Board acknowledges receipt of the April financial report. 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: Unanimously approved.

2. The Board of Trustees must approve the Auxiliary Enterprises spending plans pursuant to the Board of Trustees Policy. The College operates a Bookstore, Cafeteria and Child Development Center for the benefit of students, faculty, and staff. Each operation is designed to be financially self-sufficient. Athletics is also included under the umbrella of an auxiliary enterprise operation.

Recommended Motion: Trustee Bollinger moved that the Board approve the FY2025 Auxiliary Enterprises Budget. Trustee Frager seconded.

Motion Status: Unanimously approved.

3. Approval of Student Government Budget. The Board must review and approve the Student Government Budget. The President must approve the Student Government Budget and submit the Budget to the Board of Trustees. The Vice President of Administration is responsible for proper financial records of all the Student Government funds. The College's controls and procedures are used to administer expenditures out of this budget.

Recommended Motion: Trustee Bollinger moved that the Board approve the FY2025 Student Government Budget for Carroll Community College. Trustee Foster seconded.

Motion Status: Unanimously approved

4. Board policy requires approval of all Purchase Requisitions amounting to over \$25,000. As part of the technology upgrade process, the College is proposing the purchase of computers, monitors, and employee

laptops. The items will be purchased from the existing Maryland Education Enterprise Consortium (MEEC) IT Hardware Agreement.

Recommended Motion: Trustee Bollinger moved that the Board authorize the College to award the purchase of the Dell desktop computers, monitors, and laptops in an amount not to exceed \$176,000 to Dell Advanced Systems Group, Round Rock, Texas, under the Maryland Education Enterprise Consortium (MEEC) Hardware Agreement. Trustee Foster seconded.

Motion Status: Unanimously approved

Trustee Frager reported:

5. Board policy requires approval of all Purchase Requisitions amounting to over \$25,000. The Kaltura platform serves as the school's central Video Management system. The system serves as an essential way an instructor or staff member can create, upload, publish, embed, or stream video content to our students, the community and even internationally. The primary reason we remain with Kaltura year after year is due to the extremely smooth integration with the Learning Management System (Canvas) as well as the access to administrative and analytical functionality. Looking ahead, the College is exploring new features and integrations with our existing platforms, such as SharePoint and WordPress CMS, alongside the exciting potential of upcoming AI functionalities.

Recommended Motion: Trustee Frager moved that the Board authorizes the College to award the contract extension of Kaltura based in New York City. The contract amount is not to exceed \$49,366 for a 3-year term. Trustee Bollinger seconded.

Motion Status: Unanimously approved.

6. Board policy requires approval of all Purchase Requisitions amounting to over \$25,000. Pantheon Systems provides the College with hosting services for the College website. The Carroll Community College website is a vital marketing tool for both current and prospective students. It is the public face of the institution. It plays a key role in recruitment and retention efforts.

Recommended Motion: Trustee Frager moved that the Board authorizes the College to award the contract extension to Pantheon, San Francisco, California. The contract amount is not to exceed \$41,850 for a 3-year pre-paid term. Trustee Foster seconded.

Motion Status: Unanimously approved.

7. Board policy requires approval of all Purchase Requisitions amounting to over \$25,000. Freshservice is a cloud-based Software as a Service (SaaS) system that was selected to replace the Kace IT ticketing system which had limited features.

Recommended Motion: Trustee Frager moved that the Board authorizes the College to renew Freshservice in an amount not to exceed \$30,405 to Freshworks, Inc., in San Mateo, California. Trustee Bollinger seconded.

Motion Status: Unanimously approved.

8. Board policy requires approval of all Purchase Requisitions amounting to over \$25,000. The College name and seal will be removed from the main entrance to allow for the new donor recognition of the A Building. A new faux brick monument has been designed to display the College name and seal. The monument will be placed at the main entrance of the campus, directly in front of the flagpole area. A quote was received from Shannon-Baum Signs for a total of \$25,690.43. The College Foundation is to contribute \$14,000 with the remaining balance to be paid by college funds.

Recommended Motion: Trustee Frager moved that the Board authorizes the College to award a construction contract, not to exceed \$29,000, to Shannon-Baum Signs. Trustee Bollinger seconded.

Motion Status: Unanimously approved.

Trustee Foster reported:

9. Board Policy requires the Board of Trustees to approve the acceptance of all grants. The University of Maryland has issued a continuation of funding for the service delivery of the Veterans Business Outreach Center (VBOC) for 2024 – 2025. The total amount of this agreement is \$3,541.66 per month (not to exceed \$42,500 annually) and is based upon a rate of \$50 per hour. This program provides training and consulting services to Veterans transitioning into civilian life. Service delivery for the contract is May 1, 2024 – April 30, 2025.

Recommended Motion: Trustee Foster moved that the Board accept the continuation of Grant Award grant from the University of Maryland in the amount not to exceed \$42,500. Trustee Frager seconded.

Motion Status: Unanimously approved.

10. The Board of Trustees Calendar and Topics for 2024-2025 was presented for approval.

Recommended Motion: Trustee Foster moved that the Board approve the Calendar and Topics for 2024-2025. Trustee Bollinger seconded.

Motion Status: Unanimously approved.

11. The Board of Trustees must approve all policies - Board of Trustees Bylaws and Policies Manual. After review by Trustee Diane Foster, Dr. Ball recommends changes to the Board of Trustees Bylaws and Policies Manual. This document is being submitted for review with action to be taken at the June Board meeting.

Note, a substantive change under POLICY TITLE: Fiscal Condition, #2, Board authorization from \$24,999.99 to \$50,000. **Obtain authorization from the Board should funds be anticipated or be needed for a purchase in excess of \$50,000 \$24,999.99.**

Review Process: The College reviewed our current document for accuracy. In addition, the College reviewed other Community College's documents for suggested revisions. The manual was reviewed by a Board of Trustees representative, President, Associate President, and Vice President of Administrative Services in addition to the College's attorney for legal sufficiency.

Acknowledge Item – The Board of Trustees will take action to approve the revised Board of Trustees Bylaws and Policies Manual at its June 2024 meeting.

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

Trustee Bream reported:

1. The College proposed one professional change of status, Mr. Robert Brown, as Senior Director, Institutional Integrity, Compliance, and Accreditation to become effective July 8, 2024.

Recommended Motion: Trustee Bream moved that the Board of Trustees approve the status change of Mr. Robert Brown, as Senior Director, Institutional Integrity, Compliance, and Accreditation to become effective July 8, 2024. Trustee Kahlert seconded.

Motion Status: Unanimously approved.

2. The College proposed one new professional appointment to include Ms. Clarissa Pezone, Assistant Professor, Visual Arts to become effective August 15, 2024.

Recommended Motion: Trustee Bream moved that the Board of Trustees approve the appointment of Ms. Clarissa Pezone, Assistant Professor. Trustee O’Callaghan seconded.

Motion Status: Unanimously approved.

Trustee Kahlert reported:

3. The College has two new Support Staff appointments provided to the Board for information.
4. Several new temporary appointments were provided to the Board for information.

Trustee O’Callaghan reported:

5. The College informed the Board of four employee separations: Debra Fowler, Environmental Services Specialist; Gregory Nott, Maintenance Assistant; Emily Reid, Transcript Evaluator; and Dr. Nancy Perry, Division Chair and Professor of Allied Health.
6. The FY2026 (2025-2026) Academic Calendar is provided to the Board for Information.

VI. Old Business/New Business

- A. Trustee Nevius-Mauer asked Trustees Bollinger and Frager to provide the report of the Board of Trustees Nominating Committee for the 2024-2025 Slate of Officers.

Trustee Bollinger was pleased to present Trustee David P. O’Callaghan as Board Chair, and Trustee Diane A. Foster as Vice-Chair, for the 2024-2025 term of the Board of Trustees.

A motion of these appointments will be conducted at the June 26, 2024, Board of Trustees Meeting.

- B. Special Recognition under New Business: Request to award Emeritus status.

1. Request to Award Emeritus status to Dr. Nancy Perry effective May 24, 2024. Dr. Perry will retire from the College on May 24, 2024, with a distinguished career as a faculty member, program director and division chair. Dr. Perry’s service to the College, her faculty, colleagues, and students for the past 23 years has been exemplary. The proposal is to honor Dr. Perry with the title “Emerita.” The Provost Council of the College have petitioned her nomination for this designation through a signed letter to College President Dr. James D. Ball, who supports this nomination.

Trustee O’Callaghan remarked on the exceptional letter, which included remarkable quotes from colleagues and leadership, emphasizing the deserving nature of the award bestowed upon Dr. Perry.

Recommended Motion: Trustee O’Callaghan moved that The Board of Trustees award Emerita status to Dr. Nancy Perry, effective May 24, 2024. Trustee Bream seconded.

Motion Status: Unanimously approved.

2. Request to award Emeritus status to Dr. James D. Ball effective July 6, 2024. Dr. Ball will retire from the College on July 5, 2024, having served the College for 25 years and for 10 years as President.

The Executive Team of the College has petitioned his nomination for this designation through a signed letter. Their signed nomination letter was included for distribution at the Board meeting. The proposal is to honor him with the title “President Emeritus” following his retirement.

The Board of Trustees noted the exceptional letter presented, highlighting Dr. Ball’s distinguished career and the merit of bestowing the title of President Emeritus upon him.

Recommended Motion: Trustee Foster moved that The Board of Trustees award Emeritus status to Dr. James D. Ball, effective July 6, 2024. Trustee Bream seconded.

Motion Status: Unanimously approved.

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 May 15, 2024, Board of Trustees’ meeting and meet in a closed Executive Session to discuss an issue of general administrative and legal consideration. Trustee Foster moved to end the official May 15, 2024, Board of Trustees’ meeting; Trustee Frager seconded.

Motion status: Unanimously approved.

VIII. Adjournment

Trustee Nevius-Maurer adjourned the meeting at 7:22 P.M.