

**CARROLL COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
MINUTES**

**May 17, 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**

The Honorable Kenny Kiler

**STUDENT GOVERNMENT**

Olivia Mason, SGO Representative to the Board

**STAFF PRESENT**

Marianne Anderson  
Rob Brown  
Dr. Kristie Crumley  
Patti Davis  
Clyde Johnson  
Dr. Michelle Kloss  
Dr. Kelly Koermer  
Dr. Rose Mince  
Alan Schuman  
Laurie Shields  
Lisa Slappy  
Lauren Walker  
Steve Wantz

Board of Trustee Chair, Mary Kay Nevius-Maurer called the meeting to order at 5:49 P.M. and led the opening exercises.

Trustee Nevius-Maurer indicated that the Finance, Facilities and Related Policies Committee added one exhibit item to the May 17, 2023, Agenda to include exhibit V.A.11. Trustee Bream moved for approval of the meeting Agenda; Trustee O’Callaghan seconded. The May Agenda was unanimously approved.

Trustee Foster noted an error on page four of the minutes. Trustee O’Callaghan moved that the April 19, 2023, minutes be approved as amended; Trustee Frager seconded. The April amended minutes were unanimously approved.

**IV.A. President’s Report**

Dr. James Ball, President, reported:

Dr. Ball shared a letter from the Office of the President of Middlesex College, recognizing Dr. Rose Mince for her outstanding services as a member of the Middle States Commission on Higher Education evaluation team and contribution as peer evaluator.

Dr. Ball shared a letter from Brooke Lierman with the State of Maryland Comptroller’s Office congratulating Carroll Community College for being named to the Executive Alliances 2023 Honor Roll of Women’s Representation. The award is designed to recognize and celebrate companies that are creative and supportive in recruitment, development, support, and advancement of women in the workplace and corporate boards.

1. Dr. Ball invited Dr. Koermer, Vice President, Continuing Education & Training, to introduce Patricia Ryan, Director of Carroll County Mediation Center.

Ms. Ryan shared the data dashboard and many benefits of the Carroll County Community Mediation Center (CCCMC). As part of Carroll Community College, CCCMC offers conflict coaching, mediation, and facilitation services to all county residents at NO COST, and at times and locations convenient for all participants. The Mediation Center also provides training in conflict management, which can be catered to your organization’s needs.

Dr. Ball expressed praise to Patricia Ryan for the success of the Medication Center and commended Jean Marriott, CET Research and Strategic Analysis, for the outstanding dashboard display of relevant data.

2. Dr. Ball invited Dr. Koermer to report on the Electrical Apprenticeship Graduation.

Dr. Koermer reported that the Electrical Apprenticeship Graduation was held at Carroll Community College on May 6, 2023. This was the largest class, with twenty-five apprentice graduates celebrating the completion of the 4-year commitment to achieve journeyman status. In addition, Dr. Koermer noted, families participated afterwards with photo opportunities with their new electrical journeymen. Also, the Statewide Heating, Ventilation and Air Conditioning (HVAC) apprenticeship graduation was held by the apprenticeship sponsor in Edgewood, Maryland in April 2023. Dr. Koermer proudly shared that a Carroll Community College student was the class valedictorian.

3. Dr. Ball invited Dr. Mince, Provost, to speak about McDaniel College's Second Annual Academic Symposium on May 1, 2023. Dr. Mince participated in the well-attended, Breakfast Panel, Conversations with Carroll County Leaders, President Julia Jasken, Carroll County Public Schools Superintendent Cynthia McCabe, County Administrator Roberta Windham, Westminster City Administrator Sara Imhulse, and Westminster Police Chief, Thomas Ledwell in a discussion about how they are working together to enhance and strengthen Carroll County.
4. Dr. Mince attended the Phi Theta Kappa (PTK) Annual All-Maryland Community College Recognition Dinner held on Wednesday, May 3, 2023, 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.
5. Dr. Mince attended the Hill Scholars Capstone Presentations Event and Dinner, held on campus, Friday, May 6, 2023. This event recognized the last of the six students who are graduating from the Hill Scholars Program. Trustee Nevius-Maurer attended and shared it was wonderful to hear the stories of personal and academic growth as a result of the program and their community internship experiences. Dr. Mince noted, next year's graduates in this program will be recognized in the Pappalardo Honors Program.
6. Dr. Ball invited Mr. Clyde Johnson, Executive Director, Diversity, Equity, and Inclusion, to provide his monthly report to the Board.

Mr. Johnson reported:

Mr. Johnson shared the flyer and registration information for the Carroll Citizens for Racial Equity (CCRE), Annual Conference on June 9, 2023, at Carroll Community College with sponsorship from the DEI Office. The keynote speaker is Dr. Erin Watley, Associate Professor at McDaniel College. Mr. Johnson invited the Board of Trustees to attend.

In addition, Mr. Johnson shared the flyer for the upcoming Second Annual Juneteenth Celebration on June 17, 2023, at Carroll Community College. The event will highlight history, art, and entertainment from the African Diaspora. The Juneteenth Celebration will be hosted by Carroll Community College for three years through 2026 and then hosted by McDaniel College 2027-2029.

Mr. Johnson shared that CET has formed a sub-committee chaired by Jean Marriott that will create a parallel to the Diversity Audit survey instrument that was used to survey credit students at the College. The objective is to sample the parents of Kids at Carroll, ESOL students, Adult Learners in Workforce Development and Adult Learners taking personal development programs. Mr. Johnson stated that Carroll Community College is interested in hearing about the experiences of all learners, with the goal of incorporating their voices in the overall DEI plan and Strategic Priorities.

7. Dr. Ball invited Mr. Steve Wantz and Ms. Lisa Slappy to share their report on recent events.

Ms. Slappy shared; Carroll Community College had a flag flown over the nation's capital in recognition of its 30 years. On March 29, 2023, the flag was brought to the College to be flown over our campus. The flag was lowered Friday, April 14, 2023, at 4 p.m., during a special flag-folding ceremony to commemorate this celebration. Ms. Slappy shared the display case with the folded flag along with the official certificate from the Architect of the Capital.

Mr. Wantz and Ms. Slappy briefly explained the decision to host the Family Fun Fest in lieu of the Book Fair this year. To build community and foster outreach, the Family Fest was created to showcase the College as a partner with our community. The Community Outreach and Engagement Committee, with the Foundation Office began meeting in January to develop the event for families. The Family Fun Fest was held on Saturday, May 6, 2023. Trustee Nevius-Maurer along with the College's Vice Presidents, Faculty, Staff, and students volunteered by welcoming approximately 2500 guests, managing games, activities, and concessions. The local community partners and businesses provided many generous donations. The College received several positive comments and fundraising far exceeded expectations.

Mr. Wantz indicated the Foundation's success with the Faculty and Staff campaign with over 70% participation compared to 48% participation last year.

Mr. Wantz shared the Stem Scholars Showcase Event, held in the Kahlert Honors Lounge on Friday, April 28, 2023, was well attended.

Mr. Wantz informed the Board that the complimentary seminar entitled "Growing Your Investments & Legacy to Maximize Retirement" on Thursday, May 11, 2023, with presentations by Steve Aquino, RFC, CSA of [Aquino Financial Group, LLC](#) and Chip Giese of [PNC Institutional Asset Management](#) had low attendance compared to previous years. The Foundation is sending a survey to gain insight regarding the low participation.

#### IV.B. Academic Council

Ms. Laurie Shields reported for Jonathan Boyle, Academic Council President:

Academic Council met on May 5, 2023.

Nine proposals in various subjects were reviewed and submitted for revision, discontinuation, or creation. Ms. Shields provided the details of these proposals.

Dr. Mince highlighted the creation of the Carroll Lynx Scholars Honors Program for dual enrollment students will begin this Fall 2023.

Trustee Nevius-Mauer expressed sincere gratitude to Ms. Shields for her 29 years of service to the College.

The Council's next meeting will be held on Friday, June 2, 2023.

#### IV.C. Senate

Dr. Kristie Crumley reported for Emily Salyards, Senate President:

The Senate met on Friday, May 12, 2023.

Dr. Ball attended to share College updates.

The next meeting will be held on Friday, June 9, 2023.

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

Ms. Olivia Mason reported:

SGO planned a successful and popular Carroll Carnival on May 4 in the Babylon Great Hall. In addition, students enjoyed the Student Leadership Banquet, on May 12 at Martin's Westminster and the PTK Induction Ceremony on May 5, on campus.

Ms. Mason announced that this would be her last Board meeting and expressed sincere gratitude towards the Board members.

#### IV.E. Commissioner

The Honorable Kenny Kiler Commissioner Liaison to the Board reported:

Commissioner Kiler remarked that Carroll Community College does so much more for the community than teach students in the classroom. He remarked how important the Carroll County Community Mediation Center (CCCMC) is for the county's citizens.

Commissioner Kiler stated the Carroll County Commissioners are finalizing the FY24 budget and it will be voted on soon.

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

Trustee Kahlert reported:

The Planning Advisory Council met on Monday, May 1, 2023.

The FY2023 Annual Strategic Priorities – Final Report was presented.

The DEI Vision Statement was presented, and it will be introduced to faculty and staff at the Collegewide meeting on May 25, 2023.

The Proposed College's Institutional Effectiveness (IE) revisions were reviewed.

Mr. Schuman, Executive Vice President of Administration, provided an update on the FY2023-2024 Operating Budget.

The next meeting will be held on Monday, June 5, 2023, in The Bollinger Family Conference Center (K100) at 3:30 p.m.

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

1. Mr. Schuman, Executive Vice President of Administration, provided an update on the FY2023-2024 Operating Budget.

Trustee Bollinger extended gratitude towards Commission Kiler and the Carroll County Commissions for their support.

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 April reports are not the audited final statement.

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

**Recommended Motion:** Trustee Bollinger moved that the Board acknowledge 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 Frager seconded.

**Motion Status:** Unanimously approved.

3. 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 FY2023-2024 Auxiliary Enterprises Budget. Trustee Foster seconded.

**Motion Status:** Unanimously approved.

4. 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 Executive 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 FY2024 Student Government Budget for Carroll Community College. Trustee Frager seconded.

**Motion Status:** Unanimously approved

5. 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 Frager moved that the Board authorize the College to award the purchase of the Dell desktop computers, monitors, and laptops in an amount to exceed \$183,000 to Dell Advanced Systems Group, Round Rock, Texas, Maryland Education Enterprise Consortium (MEEC) Hardware Agreement. Trustee Bollinger seconded.

**Motion Status:** Unanimously approved

6. Board policy requires approval of all Purchase Requisitions amounting to over \$25,000. Approval of Purchase Requisition over \$25,000 - Dell PowerEdge Servers. As part of the annual technology review/refresh process, the following is being requested to replace end-of-life servers for the College's infrastructure. The upgrade will include consolidating the systems from eight servers to six. To prevent an extended period of downtime in the event of a failure, the College must maintain maintenance on mission-critical infrastructure technology. This project is included in the Technology Master Plan.

**Recommended Motion:** Trustee Frager moved that the Board authorize the College to award the purchase of Dell PowerEdge servers in an amount not to exceed \$81,000 to Dell Technologies, Round Rock, Texas, Maryland Education Enterprise Consortium (MEEC) Hardware Agreement. Trustee Foster seconded.

**Motion Status:** Unanimously approved.

7. Board policy requires approval of all Purchase Requisitions amounting to over \$25,000. Approval of Purchase Requisition over \$25,000 - Freshservice Freshworks IT Service Management Solution (ITSM). Freshservice is a cloud-based Software as a Service (SaaS) system that was selected as a replacement for the Kace IT ticketing system. Operating budget funds will be used for this renewal.

**Recommended Motion:** Trustee Frager moved that the Board authorize the College to renew Freshservice Freshworks in an amount not to exceed \$30,000 to Freshworks, in San Mateo, California. Trustee Bollinger seconded.

**Motion Status:** Unanimously approved.

8. Board policy requires the Board of Trustees to approve the acceptance of all grants. Notice of Grant Award, Academic Nursing Educator Certification (ANEC) award - Maryland Higher Education Commission.

**Recommended Motion:** Trustee Foster moved that the Board approve the acceptance of the grant from the Maryland Higher Education Commission for \$5,000 for Fiscal Year 2023. Trustee Bollinger seconded.

**Motion Status:** Unanimously approved.

9. The Board of Trustees Calendar and Topics for 2023-2024 was presented for approval.

**Recommended Motion:** Trustee Foster moved that the Board approve the Calendar and Topics for 2023-2024. Trustee Frager seconded.

**Motion Status:** Unanimously approved.

10. The Board must approve all policy changes. The College recommends modification to the Student Code of Integrity for Academic and Behavioral Standards. This policy revision outlines the commitment of Carroll Community College (CCC) to prohibit all forms of hazing, as required by law. This is an information item, recommended for action after a 30-day review.

**Acknowledge Item:** The Board of Trustees will act on the modification to the College Policy at its next meeting.

11. Board policy requires approval of all purchase requisitions amounting to over \$25,000. The College seeks Board approval of the Maryland Higher Education Commission (MHEC) Community College Facilities Renewal Supplemental Funding (CCFRSF) of \$1,000,000 in FY24 Grant and the accompanying Project List.

**Recommended Motion:** Trustee Foster moved that the Board approve to authorize the College to accept the grant from the Maryland Higher Education Commission in the amount of \$1,000,000; authorize contracts as needed; and pay all invoices as submitted by the County, as associated with the prioritized projects. Trustee Frager seconded.

**Motion Status:** Unanimously approved.

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

Trustee Bream reported:

1. The Board of Trustees must approve all policy changes. This policy will be included in the Employee Handbook - Wage Disclosure Protection.

The College is seeking to establish policy in accordance with Maryland's Equal Pay for Equal Work law which provides that an employer may not prohibit an employee from inquiring about, discussing, or disclosing the wages of an employee or another employee, or requesting that the employer provide a reason for why the employee's wages are a condition of employment. After a review of the Employee Handbook, the College recommends the addition of the Wage Disclosure Protection policy in compliance with State Law to the Employee Handbook. This is an information item on 30-day review.

**Acknowledge Item:** The Board of Trustees act on the modification of the College Policy – Wage Disclosure Protection, to be included in the Employee Handbook, at its next Board of Trustees meeting.

2. The Board of Trustees must approve all policy changes. This policy is to Modify the Attendance Policy for Religious/Faith-Based Accommodations. The College has an existing attendance policy in the catalog (Section One: Academic Regulations, XIV Attendance Policy), the language required an update because House Bill 923 was approved in the Maryland legislature in April 2023. This is an information item on 30-day review.

**Acknowledge Item:** The Board of Trustees act on the modification of the College Policy regarding the Attendance Policy for Religious/Faith-Based Accommodations, in compliance with State law at its next Board of Trustees meeting.

Trustee O'Callaghan reported:

Information Items:

3. One new support staff appointment, Scott Ciccarelli, Environmental Services, effective May 22, 2023.
4. Three new temporary appointments were provided to the Board.
5. Seven employee separations to include Marianne Anderson, Executive Associate-President; Dr. Eric Hess, Assistant Professor-Social Science; Dr. Sithy Maharoor, Associate Professor-Sciences; Marvin Ramsey, Environmental Services Specialist; Alan Schuman, Executive Vice President of Administration; Laurie Shields, senior Director, Records and Student Data Analytics; Suzanne Stultz, Testing Center.

Trustee Kahlert reported:

6. The FY2025 (2024-2025) Academic Calendar is provided to the Board for Information.

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

- A. Trustee Nevius-Mauer asked Mr. Bollinger to give the report of the Board of Trustees Nominating Committee for 2023/2024 Slate of Officers.

Mr. Bollinger was pleased to present Mrs. Mary Kay Nevius-Maurer as Board Chair, and Mr. David P. O'Callaghan as Vice-Chair, for the 2023-2024 term of the Board of Trustees.

Trustee Nevius-Mauer noted that a motion of these appointments will be conducted at the June 21, 2023, Board of Trustees Meeting.

Trustee Kahlert reported:

- B. Nomination for the Association of Community College Trustees (ACCT) William H. Meardy Faculty Member Award to Dr. Roxanna Harlow, Associate Professor of Sociology, Carroll Community College. Nominees for the ACCT William H. Meardy Faculty Member Award must be supported by the Board of Trustees and signed by one of its members.

**Recommended Motion:** Trustee Kahlert moved that the Board approve to nominate Dr. Roxanna Harlow, Associate Professor of Sociology, for the 2023 ACCT William H. Meardy Faculty Award. Trustee Bream seconded.

**Motion status:** Unanimously approved.

- C. Trustee Nevius-Maurer presented Ms. Marianne Anderson with a gift in appreciation of her steadfast, professional, and kindhearted service on behalf of the Board of Trustees.

#### **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 May 17, 2023, Board of Trustees' meeting. Trustee O'Callaghan moved to end the May 17, 2023, Board of Trustees' meeting; Trustee Frager seconded.

**Motion status:** Unanimously approved.

#### **VIII. Adjournment**

Trustee Nevius-Maurer adjourned the meeting at 7:16 P.M.