

**CARROLL COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES**

**April 15, 2020
Approved**

Due to the COVID-19 Pandemic, this meeting was held via conference call.

BOARD MEMBERS PRESENT

Dave Bollinger
Sherri-Le Bream, Chair
Diane Foster
Kelly Frager, Vice Chair
Dennis J. Hoover
Mary Kay Nevius-Maurer
Dave O’Callaghan
Dr. James D. Ball, Secretary/Treasurer

COMMISSIONER LIAISON

C. Richard Weaver

STUDENT GOVERNMENT

Nathaniel Flury

STAFF PRESENT

Marianne Anderson
Trish Carroll
Dr. Craig Clagett
Dr. Kristie Crumley
Patti Davis
Becki Maurio
Dr. Rose Mince
Alan Schuman
Laurie Shields
Carol Shipley
Libby Trostle
Steve Wantz

Dr. Ball announced today’s meeting was being recorded.

Mrs. Bream called the meeting to order at 3:05 P.M. and led the opening exercises. Mrs. Bream asked for a moment of silence in recognition for all those affected by the COVID-19 Pandemic, and for those essential personnel working tirelessly on the front lines.

Hearing no corrections or additions to the agenda of April 15, 2020, Mrs. Foster moved for approval of the meeting agenda, Mrs. Frager seconded. The April agenda was unanimously approved.

Hearing no corrections or additions to the minutes of February 19, 2020, Mrs. Foster moved that the minutes of February 19, 2020, be approved. Mrs. Nevius-Maurer seconded. The February minutes were unanimously approved.

Mrs. Bream explained that the Board Committee meetings normally held before the Board of Trustees meetings could not be held under these circumstances. She indicated that the Finance Committee would be reported by Mr. Schuman, Executive Vice President of Administration and the Personnel Committee Report would be reported by Dr. Mince, Vice President of Academic and Student Affairs. She conveyed that all action items would be approved in one consent vote at the conclusion of each Committee’s Report under section V.A. and V.B. on the agenda.

Chair Motion: Mrs. Bream moved in order to streamline all future Board meetings held via distance format, as necessitated by the COVID-19 Pandemic, the Chair moves that the Board of Trustees amend its normal procedure of approving each action item as it is presented on the agenda to instead, approving all action items in one consent vote at the conclusion of each Committee’s Report under sections V.A and V.B on the agenda. Mrs. Foster seconded.

Motion status: Motion carried unanimously.

Mrs. Bream indicated that as the Vice Presidents are presenting their Committee Reports the Board can interact with the items being presented.

IV.A. President's Report

Dr. Ball reported:

Dr. Ball thanked the Board for their flexibility and willingness to make the necessary changes in the manner we conduct Board Meetings during the COVID-19 Pandemic.

1. Dr. Ball indicated that the March Board meeting was cancelled due to the COVID-19 Pandemic. He informed the Board that some of the agenda items from March will appear on the April agenda, which includes the Enrollment Report that was provided by Dr. Clagett, Vice President of Planning, Marketing and Assessment. Dr. Ball asked Dr. Clagett if he would like to provide any comments on the Enrollment Report.
 - Dr. Clagett reported that the Spring headcount increased 4.5 percent in Spring 2020, compared to Spring 2019. This increase was significant because it followed eight consecutive years of declining Spring Enrollment.
 - Dual-enrolled students increased nearly 40 percent and accounted for almost all the headcount growth. These students helped push part-time attendance up 7 percent. Full-time Equivalent Enrollment (FTE) in credit courses was essentially unchanged.
 - As of March 1, 2020, Continuing Education and Training (CET) is up 460.5 FTE (2%) compared to last year.
2. Dr. Ball conveyed that he provided a full Summary of the College's COVID-19 Response in the April Board materials, which lists the goals and actions taken thus far. The goals include:
 - I. Comply with the Governor's and national directives and coordinate with local health officials
 - II. Avoid exposing students and employees to COVID-19
 - III. Maintain continuity of instruction, provide full student support services, and run all College operations remotely from March 30 through May 22. Tentative date to reopen campus on May 26, 2020.
 - IV. Assure all students have resources to accomplish classes remotely (in addition to #III above)
 - V. Do everything possible to maintain student attendance and completion this semester
 - VI. Preserve student momentum toward degree and certification completion and retain students into Summer and Fall semesters (see #III, #IV and #V above)
 - VII. Miscellaneous

In addition to the written summary, Dr. Ball asked Dr. Mince, Vice President Academic and Student Affairs; Ms. Trostle, Vice President of Continuing Education and Training; Dr. Crumley, Dean of Students; Dr. Clagett, Vice President Planning, Marketing and Assessment; Mr. Schuman, Executive Vice President of Administration; Ms. Davis, Director of Network and Technology Services; and Ms. Shields, Senior Director, Records and Student Data Analytics to update the Board on their respective areas.

Dr. Ball expressed his gratitude to Ms. Davis and her staff for the endless hours of hard work and dedication to provide the faculty, staff and students with all their technology needs during this time.

Dr. Ball shared with the Board that Mr. Scott Gore, Division Chair, Applied and Theater Arts for helping to create plastic face shields in the College's 3D Lab for Carroll Hospital Center and others in the community. He conveyed there was an article in The Baltimore Sun and the Carroll County Times highlighting the process of creating these face shields.

Mr. O'Callaghan stated that he thought it was a great article and thanked Dr. Ball for sharing this information.

Mr. Schuman announced that Student Life has been very aggressive in maintaining the College's Food Locker, which is available for College employees and students in need. He stated in concert with Student Life, the Facilities Department, and Campus Police are assisting to help distribute supplies for those in need once a month at the College.

Dr. Ball thanked Mr. Schuman, Dr. Crumley and all involved in handling food distribution to food locker patrons.

Dr. Ball asked Ms. Carroll, Chief Communications Officer, to provide an update on the College's public communications in relation to COVID-19.

- Ms. Carroll reported that in the beginning stages, a COVID-19 information page was created for the College's external website to keep students informed. Ms. Carroll and Marketing are also keeping the media and community informed of the status and activities of the College through social media.

Dr. Ball thanked Ms. Carroll for the excellent communication that she also provided during this pandemic for the College faculty, staff and the outside community.

Mrs. Bream stated on record that on behalf of the Board of Trustees she would like to express the Board's gratitude on how proud they are of the College staff and thanked them for a phenomenal job during an unprecedented time.

The Board unanimously agreed.

3. Dr. Ball provided the Board with a written Summary of the 2020 Legislative End of Session Report. He briefed the Board on the many accomplishments of the Community Colleges for the 2020 Legislative Session.

Dr. Ball announced that students at Maryland Colleges and Universities will benefit from the Federal CARES Act that Congress passed late last month. The College is expected to receive approximately \$1,100,000 and is currently waiting for guidance from the Federal Government on the specific guidelines of this funding.

Dr. Ball asked Mr. Schuman to provide the Board with a brief summary of how this funding will benefit the College and our students.

Mr. Schuman reported that the College will receive up to \$552,000 in funds to support student losses and expenses to convert to online learning platforms. The College would also receive up to 552,000 to be applied to defray expense to the college in response to the Pandemic. These funds will not be available for general use but are restricted to offset expenses from having to convert to remote operations and to cover losses from cancellations. Mr. Schuman answered questions from the Board.

Dr. Ball updated the Board on the College's decision to cancel the 2020 Commencement Ceremony. He expressed his deep disappointment on not being able to offer students this important milestone celebration. He asked Ms. Shields to provide the Board with an update on the concerns of the students.

Ms. Shields reported:

- The College sent out a poll to students that would be graduating this year to ask them their opinions on Commencement.
- Several options were proposed to students such as invite them to 2021 Commencement Ceremony, hold a virtual ceremony, or cancel the ceremony and donate those funds to scholarships for incoming students.
- The result of the poll revealed, 67% of the students voted to cancel the ceremony and donate the funds towards scholarships for incoming students.
- Recommendations were sent to Dr. Ball and the Executive Team.
- As of this date, under the Governor's directive, other recommendations are being considered. As we move forward, the Commencement Committee will forward all options to Dr. Ball for a final decision.
- All qualified students will graduate as scheduled.

Dr. Ball thanked Ms. Shields and the Commencement Committee for their commitment to our students.

All Board members agreed that the 2020 Commencement Ceremony be canceled due to all the uncertainty dealing with the pandemic. The Board felt that the 67% of students voting to donate the funds for student scholarships was a remarkable gesture.

Mr. Flury, SGO President commented that after discussing this topic with SGO and students, the consensus was with all the uncertainty, it would be best to cancel, and donate those funds and help support incoming students next year.

Dr. Ball thanked Mr. Flury and was in full agreement with the Board on canceling this year's Commencement Ceremony.

Dr. Clagett remarked if the College would move forward and expend some of the Commencement monies towards scholarships for future students, he suggested that we should recognize it as the "Class of 2020 Scholarship Donation." He added this would be a great way to give the current class recognition for this magnanimous gesture.

The Board and Dr. Ball agreed with Dr. Clagett's suggestion.

4. Dr. Ball asked Mr. Wantz, Executive Director of Institutional Advancement to update the Board on the Foundation's activity.

Mr. Wantz reported stated that a full report of the Foundation's recent activities was provided to the Board in their Board packets.

- Mr. Wantz shared with the Board that under the current financial impact during these troubling times, the College's investment portfolio is strong. Working closely and strategizing with BB&T helped the College to remain fiscally strong during this financial crisis.
- The Foundation fully intends to honor all the endowed scholarship funds that they oversee.
- Mr. Wantz thanked Mr. Bollinger and the Campaign Leadership Committee for their efforts in supporting the Investing in a Brilliant Future Campaign. This Campaign helped to strengthen the College financially so that the College can continue to support our students in these difficult times.
- Mr. Wantz reviewed the process of the Foundation's role in the Federal CARES Act funding as it pertains to the College.

IV.B. Academic Council

Mrs. Maurio reported:

- Academic Council met on March 6. The April 3 meeting was cancelled.
- The Council approved several course descriptions changes for Health and Physical Education courses. The updates for all courses are ongoing, with a goal of making course descriptions more student friendly.
- In response to questions that came up during the Middle States Self-Study, the Council has created and approved a survey that will be administered at the end of each year to assess the effectiveness of the group.
- The group began discussion about reorganizing representation to better mirror the current structure of academic divisions; this will be voted on at the next meeting.
- The next meeting will be held May 1, 2020.

Ms. Maurio informed the Board that this report was provided in the April Board packets.

IV.C. Senate

Ms. Shipley reported:

- The March Senate meeting was cancelled. No report was given.
- The next Senate Meeting will be held via teleconference on April 17, 2020.

IV.D. Student Government Organization President (SGO)

Mr. Flury reported:

- Mr. Flury expressed how grateful the students are to the College for all the hard work they are doing to keep the College up and running. He also thanked the Professors for their responsiveness to any questions students might have concerning their courses, no matter the time of day. The students truly appreciate all the hard work that everyone is contributing to their success.
- SGO's Leadership Banquet scheduled on May 15, 2020, has been canceled. SGO is currently working on providing a virtual Banquet to appreciate the Clubs' leaders and advisors who have worked so hard this past year.
- SGO is reaching out to students on social media during these challenging times. Trivia tournaments with gift card incentives is one of the ways SGO is keeping the student body active and communicating with each other.
- SGO is holding their new Board election process. Board interviews will take place through May 27, 2020.

Mrs. Bream echoed the Board's appreciation for their hard work to keep the College moving forward. She also thanked Mr. Flury and the Student Government Organization for keeping the students connected to the College. She asked Mr. Flury to please pass the Boards appreciation along to the SGO Board.

IV.E. Commissioner

Commissioner Weaver reported:

- The Commissioners continue to work on the Fiscal Year 2021 Budget process. He conveyed that he appreciated the e-mails he received from each Board member supporting the College's needs for the FY 2021 budget.
- Due to the COVID-19 pandemic the 2021 Proposed Budget has been placed on hold until they can receive answers on any additional funds from the State Government due to this pandemic crisis.
- After much discussion on looking for ways to cut the County's current budget due to the pandemic crisis, Commissioner Weaver thanked Dr. Ball for his assistance on providing valuable information to the Commissioners on the Miller for Entrepreneurs program. This information helped the Commissioners realize funding for this program is important for the County's small business community, especially at this critical time.
- Commissioner Weaver remarked that he feels that this on-line remote education program that has been developed during the COVID-19 crisis, could be a harbinger of what is to come under normal conditions. This will be a great educational opportunity to learn for the future.
- Commissioner Weaver advised the Board that Pastor Sam Chamelin of St. Mary's United Church of Christ in Westminster, is coordinating a small farm operation throughout this summer that will provide food for those in need. He added that this could be a great volunteer opportunity for our students at Carroll. The Commissioner provided a phone number in which to contact Pastor Chamelin for more information.
- The Commissioner apologized for not having better news on the budget for the College this year under these unforeseen circumstances.

Dr. Ball thanked the Board of Commissioners for their vote of confidence in the operations of the Miller Center. He added that he feels that now is a great time for Miller to be helping the small business community.

IV.F. Planning Advisory Council (PAC)

Dr. Clagett reported:

- The Planning Advisory Council met on March 2, 2020. The meeting was devoted to the annual report of the Curriculum Planning Committee.
- Instructional administrators and program coordinators shared information about the implementation of new programs and discussed potential future programs to meet anticipated employer needs.
- The April, May, and June meetings of the Council have been canceled. Scheduled information sharing and planning activities will be conducted remotely.

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

Mr. Schuman reported:

1. The Fiscal Year 2021 Budget Request is still being reviewed by the County Commissioners. It is expected that the Commissioners will recommend flat funding in Fiscal Year 2021 to that received in the current year, FY2020. The legislature did approve an increase in State funds per the CADE funding formula. However, we are waiting to hear if the Governor is going to support this increase. Adjustments will be made to the budget request as information is received.
2. Financial monthly reports are provided to the Board of Trustees in order to keep the Board informed of the on-going status of the College's financial activities. The financial statements for the period ending February 29, 2020, reflects normal and reasonable receipts, disbursements and encumbrances.
3. The financial statements for the period ending March 31, 2020, reflects normal and reasonable receipts, disbursements and encumbrances.
4. Board Policy requires the Board of Trustees to approve the acceptance of all grants. Carroll Community College's Littlest Learners Child Development Center has been awarded funds to apply for accreditation through the National Association for the Education of Young Children (NAEYC). Funds awarded will be paid directly to the National Association for the Education of Young Children on our behalf by the Maryland Department of Education.
5. The Board of Trustees Policy Item requires approval of all Purchase Requisitions amounting to over \$25,000. As part of the technology upgrade process, the following is being requested to remove older laptops and tablets from the College's inventory. These computers are in two laptop/tablet carts. TAG endorsed the recommendation to replace two carts over the next two fiscal years. The purchase has been accelerated due to the technology needs required for online learning and remote work as a result of COVID-19. Technology funds will be used for this request.
6. The Board of Trustees Policy Item requires approval of all Purchase Requisitions amounting to over \$25,000. The Bollinger Family Conference Center (K100) is marketed as a state-of-the-art facility. The technology in the room is aging and/or end-of-life and in need of upgrades. Lee Hartman & Sons was engaged to develop a plan to address issues with the projectors, sound, and wireless microphones.

Mr. Schuman added if approved, and depending on the availability of Lee Hartman & Sons, this project could begin while the College is in remote status.

7. The Board of Trustees Policy requires approval of Purchase Requisitions amounting to over \$25,000. Annually, the College hires an external audit firm to conduct a financial and enrollment audit in accordance with State and Federal guidelines. CliftonLarsonAllen, LLP was selected through an audit RFP for five years, approved by the Board of Trustees at its February 2018 meeting. The College is seeking approval to hire CliftonLarsonAllen, LLP to conduct the FY2020 Audit for a fee of \$37,700. This represents an increase for auditing services of \$800 when compared to last year.

Mr. Schuman continued:

In addition, per the requirements of the Maryland Higher Education Commission (MHEC), effective for the FY2020 audit, CliftonLarsonAllen will perform additional testing of retirement information contained in the CC-4 at a cost of \$4,000.00. This amount will be reimbursed by the Maryland Higher Education Commission (MHEC).

8. The Board of Trustees must approve all policy changes. The Administration is requesting the waiver of 30-day notice due to extraordinary circumstances.

Due to the COVID-19 situation, College employees are not generally eligible to take earned vacation time for the balance of this fiscal year. Therefore, the Administration is requesting that a temporary change to the Vacation Carry Over policy be adopted as follows:

Current Policy:

Vacation Carry Over:

An employee may carry forward, from one fiscal year to the next, no more than the accrued vacation earned in two fiscal years.

Proposed Policy:

Vacation Carry Over:

An employee may carry forward all earned vacation days until December 31, 2020. As of January 1, 2021, no more than the accrued vacation earned in two fiscal years will be carried over.

The original policy will be reinstated as of January 1, 2021.

9. The Non-Operating Budget Funds were presented for information.
10. The College provides a Quarterly Report reflecting items purchased in excess of \$10,000 not specifically approved by the Board of Trustees. These items include ongoing contracts, blanket purchase orders for monthly expenditures, training partnerships, and purchase requisitions in excess of \$10,000, but less than \$25,000.
11. Consent Approval for All Action Items.

Mrs. Bream asked the Board for any questions or discussion on the items presented.

Mrs. Bream requested for a motion for items A.2.– A.8. as proposed.

Motion: Mrs. Frager moved that the Board of Trustees approve College recommendation for items A.2.– A.8. as proposed. Mrs. Nevius-Maurer seconded.

Motion status: Motion carried unanimously.

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

Dr. Mince reported:

1. The Board of Trustees must approve all policy changes. This policy will be included in the Employee Handbook. The Administration is requesting the waiver of 30-day notice due to extraordinary circumstances.

The College is seeking to establish a formal process for nominating and approving a candidate for Emeritus status.

Dr. Mince continued:

The Emeritus award at Carroll would be granted by the Carroll Community College Board of Trustees as the highest accolade bestowed on a member of the faculty, staff, or administration to mark distinguished service upon retirement or departure from Carroll. It is not viewed as an automatic designation for years of service but as an honor earned through meritorious service beyond the norm for the position. Honorees receiving the designation exemplify Carroll Community College's highest standards of service and will have demonstrated exceptional commitment to the College mission throughout their years of full-time employment at Carroll. Such service may be evidenced by contributions to students, the College, the community, the profession, or other endeavors. Individuals awarded this honor serve as role models for aspiring leaders.

2. The Carroll Community College Board of Trustees must review and approve the College's Diversity, Equity and Inclusion Annual Plan.

The College is required to develop and submit an annual plan for cultural diversity programming to Maryland Higher Education Commission (MHEC) by May 1. Plans must be approved by the College Board of Trustees prior to the submittal to MHEC. Thus, the attached Diversity, Equity and Inclusion Annual Action Plan for FY2021 is submitted for The Board of Trustees review and approval.

3. The College proposes three new professional appointments for David Hodgson, Graphic Designer, effective March 9, 2020; Jill Krebs, Counselor/Advisor, effective April 6, 2020; and Ellen Sperber, Science Lab Manager, Chemical Hygiene, effective March 16, 2020.
4. The College proposes three new support staff appointments for Andrea Caffrey, Administrative Associate, Environmental Services, effective June 8, 2020; Sarah Heselton, Weekend and Evening Information Desk Specialist, effective June 1, 2020; and Rose Runkles, Environmental Services Specialist, effective March 9, 2020.
5. Several temporary appointments were presented for information.
6. One separation included Dr. Raiana Mearns, Manager, Adult Education, effective May 1, 2020.
7. Consent Approval for All Action Items

Mrs. Bream asked the Board for any questions or discussion on the items presented.

Mrs. Bream requested for a motion for items **B.1. – B.3.** as proposed.

Motion: Mrs. Foster moved that the Board of Trustees approve College recommendation for items B.1. – B.3. as proposed. Mrs. Nevius-Maurer seconded.

Motion status: Motion carried unanimously.

VI. Old Business/New Business

Mrs. Bream appointed Mr. Bollinger and Mr. O'Callaghan to serve on the Board of Trustees Nominating Committee for the 2020-2021 Board Officers and asked them to provide their report at the May Board Meeting.

VII. Dates of Upcoming Meetings and Events

Mrs. Bream reviewed upcoming meeting and activity dates.

Mrs. Bream entertained a motion to adjourn the April 15, 2020, Board of Trustees meeting to meet in a closed Executive Session in reference to an issue of legal and general administrative consideration.

Motion: Mr. Bollinger moved to meet in a closed Executive Session in reference to an issue of legal and general administrative consideration. Mrs. Frager seconded.

Motion status: Motion carried unanimously.

VIII. Adjournment

Mrs. Bream adjourned the meeting at 4:43 P.M.