

**CARROLL COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES**

**August 19, 2020
Approved**

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

BOARD MEMBERS PRESENT

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

COMMISSIONER LIAISON

C. Richard Weaver

STUDENT GOVERNMENT

Madie Delauter

STAFF PRESENT

Marianne Anderson
Rob Brown
Trish Carroll
Dr. Natalie Crespo
Dr. Kristie Crumley
Robert Kraznowski
Becki Maurio
Marsha Nusbaum
Dr. Rose Mince
Alan Schuman
Laurie Shields
Libby Trostle
Steve Wantz

Mrs. Frager announced today's meeting was being recorded.

Mrs. Frager called the meeting to order at 3:08 P.M. and led the opening exercises.

Mrs. Frager asked for a moment of silence in memory of Mr. Ray D'Amario, a long-time history adjunct for Carroll, who passed away suddenly last week. Mr. D'Amario taught at Carroll for nearly thirty years, sharing his wisdom, and his love for history. He will be greatly missed.

Mrs. Frager expressed her appreciation for being nominated to serve as Board Chair. She thanked the College for allowing her to serve the College in this capacity.

Hearing no corrections or additions to the Agenda of August 19, 2020, Mr. Bollinger moved for approval of the meeting Agenda, Mrs. Nevius-Maurer seconded. The August Agenda was unanimously approved.

Hearing no corrections or additions to the Minutes of June 17, 2020, Mrs. Foster moved that the Minutes of June 17, 2020, be approved. Mr. O'Callaghan seconded. The June Minutes were unanimously approved.

Mrs. Frager reminded the Board, as discussed at the April meeting, 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, Provost. 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.

Mrs. Frager asked Dr. Ball to present the next item on the agenda for the Special Emeritus Nomination.

Dr. Ball announced that he would like to recognize a special Emeritus Nomination for Ms. Karen Merkle who retired in January 2019 having served the College for 30 years as Vice President of Continuing Education and Training. This proposal is to honor Karen with the title “Vice President Emerita.” The Vice Presidents of the College have petitioned her nomination for this designation through a signed letter forwarded to Dr. Ball for consideration. Dr. Ball invited Ms. Merkle to attend this meeting for this very special recognition. Dr. Ball asked Mrs. Frager to share this letter with the Board.

Mrs. Frager was honored to share this nomination letter that included the many highlights of Ms. Merkle’s distinguished career in building an outstanding Continuing Education and Training organization at Carroll Community College. Her deep commitment to Carroll students, her staff, her colleagues, the College, and the greater community was clearly demonstrated throughout her career.

Motion: Mrs. Frager moved that the Board of Trustees award Emerita status to Karen Merkle, effective August 19, 2020. Mrs. Foster seconded.

Mr. O’Callaghan commented that Ms. Merkle is truly deserving of this award, and it was an honor and a privilege to see and hear about her many accomplishments at Carroll.

Mrs. Nevius-Maurer stated that as a new Board member, she thanked Ms. Merkle for taking her under her wing and making her feel very comfortable. She congratulated Ms. Merkle.

Mrs. Bream stated that she thought the letter was beautifully written, and it truly highlighted the many things that Ms. Merkle accomplished during her years at Carroll. She thanked Ms. Merkle for always having the best for students in the heart of everything she did.

Dr. Ball stated that Ms. Merkle also took him under her wing when he came to Carroll. He thanked Ms. Merkle for her persistence and tenacity in all that she accomplished in her role as Vice President of Continuing Education and Training.

Mr. Bollinger stated that the College was very fortunate to have her at Carroll, and he thoroughly enjoyed their time together.

Mrs. Foster shared that she enjoyed her time working together with Ms. Merkle on Dr. Pappalardo’s retirement celebration and how Karen kept her in the loop on all the decisions.

Mrs. Frager thanked the Board for all their kind remarks.

Mrs. Frager called for a vote to award Ms. Merkle Emerita status at Carroll Community College.

Motion status: Motion carried unanimously.

Mrs. Frager congratulated Ms. Merkle on this prestigious honor.

Ms. Merkle thanked the Board, Dr. Ball and the Executive Team for this great honor. She thanked her colleagues for this beautifully written nomination letter. She conveyed that all her accomplishments could not have been done without the assistance of her great team. She thanked Ms. Trostle and the entire Continuing Education Team for their support throughout the years. Ms. Merkle said, “Carroll Community College has been and always will be close to my heart. I feel very honored by this recognition.”

The Board applauded Ms. Merkle.

IV.A. President's Report

Dr. Ball reported:

1. Dr. Ball asked Ms. Becki Maurio, Faculty Coordinator, Diversity Initiatives, to present the FY2020 Diversity/World View Annual Report.

Ms. Maurio reported:

- Ms. Maurio presented and reviewed the Carroll Community College Diversity/World View Annual Report for FY2020 with the Board.
- The College is required to submit an annual Diversity Improvement Plan Report to Maryland Higher Education Commission (MHEC) by September 1. Progress reports must be approved by the College Board of Trustees prior to the submittal to MHEC. Thus, the attached Diversity/World View Annual Report for FY2020 is submitted for The Board of Trustees review and approval.

Mrs. Frager thanked Ms. Maurio for her report and looks forward to having her attend the Board meetings each month in her new role.

Action: Mrs. Bream moved that the Board of Trustees approve the Diversity/World View Annual Report for FY2020. Mr. O'Callaghan seconded.

Motion status: Motion carried unanimously.

2. Dr. Ball thanked Ms. Maurio for her very well written report and asked her to continue sharing Diversity and Inclusion Steering Team progress highlights.
- Ms. Maurio shared a handout with the Board of an image that she found that would help expand the way people think in relation to equality and equity in accessing College services. She provided a detailed explanation of the apple tree graphic and its intent to bring awareness to structuring the College and its services to equitably serve all students and staff.
 - Ms. Maurio extended an invitation to the Board to continue learning with the campus community, to keep challenging the people who are involved in this work to do their best, and to continue engaging in topics of diversity, equity, and inclusion.
 - Ms. Maurio reviewed the Diversity, Equity, and Inclusion Steering Team Highlights for FY2020. She updated the Board on the activities of the past year reviewed and provided the Board on anticipated events for the coming year. She also informed the Board that she will present a report at each Board meeting and invite members from the Steering Committee to report to keep the Board well informed and to give them the opportunity to ask questions or voice any concerns.
 - Ms. Maurio thanked Drs. Ball and Mince for their commitment, interest, action and resources they have provided toward this work. She also thanked them for the opportunity they have afforded her personally to engage in these topics of diversity, equity and inclusion.

Ms. Maurio invited Dr. Ball to speak on the next steps for the College on diversity, equity and inclusion.

- Dr. Ball thanked Ms. Maurio for her in-depth explanation of the image she provided to the Board.

- Dr. Ball informed the Board that the College has begun the search for hiring an Executive Director for Diversity, Equity, and Inclusion. A job description has been written and a stellar committee has been formed to serve on this search committee. Dr. Ball conveyed that the College is hoping to have this position filled by November 1, 2020. He will keep the Board informed as we move forward.
 - Dr. Ball answered Board questions regarding the new position.
3. Dr. Ball provided the Board with the College's Fall 2020 Summary Access Plan. He thanked Mr. Schuman and his staff for their hard work in preparing the campus to open safely for Fall semester face to face classes on August 31, 2020.
- Access to campus will be made available to enrolled students for a limited number of in-person instruction or training. Most employees will continue to work remotely. The College will remain closed to the general public. The only exception is for Non-Credit registration assistance.
 - Dr. Ball also reviewed the College's screening and safety procedures for entering campus this Fall as well as how COVID-19 related notifications and documentation would be handled for students and employees.
 - Dr. Ball answered questions asked by various Trustees.

Dr. Ball informed the Board that an on-line entity known as *Wallethub.com* published a ranking of Community Colleges in the US based on analysis of 18 different data elements reported by all colleges to the Federal Government including cost, financial aid and educational and career/employment outcomes. He was pleased to inform the Board that as a state, Maryland ranked third in the Country, and among Community Colleges in Maryland, Carroll Community College ranked number one, and 21st in the Nation overall.

4. Dr. Ball asked Mr. Steve Wantz, Executive Director of Institutional Advancement to update the Board on the Foundation's activity.
- Mr. Wantz provided an overview of the format for Starry Night Virtual Gala, scheduled for December 4, 2020.
 - He stated that "sometimes thinking outside the box means going inside the box!" He went on to say that Starry Night sponsors will receive a "Cocktail Party in a Box," delivered to Starry Night sponsors which will include four scrumptious hors d'oeuvres provided by Santoni's Market, ingredients for a signature drink, wine, elegant décor for the home, and our annual program recognizing sponsors. Sponsorship details were provided to the Board in the Board's packet of materials.
 - The event will be dedicated in honor of Roberta and Greg Kahlert, in recognition of the transformational impact that they and the Kahlert Foundation have had on the College over the past several years.
 - The virtual hybrid format will be co-hosted by Dr. James Ball and Mrs. Kelly Frager.
 - Entertainment from the starlit skies of Arizona will be performed by *Simply Three* via an exclusive YouTube link for all sponsors of the event.
 - Mobile silent auction will go live November 27, 2020. This year will also feature several "Give to the Cause" and "Meet the Need" donation opportunities.
 - To follow more closely visit <https://www.carrollcc.edu/About/Donors-and-Friends/Starry-Night/>

Mrs. Frager thanked the Foundation and Mr. Wantz for their quick thinking and creativity in the format of the event so that the College could creatively continue to offer the annual fundraising event to support students.

IV.B. Academic Council

No report

- Mrs. Frager welcomed Mr. Robert Krzanowski as the new Academic Council President and stated she looks forward to his reports to the Board over the coming year.

IV.C. Senate

No report

- Mrs. Frager welcomed Ms. Marsha Nusbaum as the new Senate President and said she looks forward to Senate reports to the Board over the coming year.

IV.D. Student Government Organization

Ms. Madi Delauter, Vice President of SGO reported:

- Ms. Delauter introduced herself as the Vice President of SGO and shared that she is an Arts and Sciences major at Carroll.
- Today the SGO held their new student orientation, which had a strong turnout.
- SGO currently has their campus web page up and running. This web page will provide students a way to communicate with the SGO Board and answer questions they may have, or address problems students could be experiencing during the semester.

Dr. Ball thanked Madi and the SGO for their creative strategy to help fellow students navigate college life using the new virtual format.

IV.E. Commissioner

Commissioner Weaver reported:

- Commissioner Weaver stated how impressed he was with Dr. Ball and the College in all that they are doing in the diversity, equity, and inclusion arena. He thought the College would hopefully receive good press coverage for what they are accomplishing on campus to support students.
- The Commissioner asked if there were any grant or State funding available to assist in diversity training challenges affecting the College. Ms. Maurio stated that she was unaware of any at this time but would reach out to her colleagues to see if any of their institutions are aware of any funding available.
- The Commissioner conveyed how impressed he was with schools and Colleges participating in virtual learning. He commented that he feels in the future this could be a lasting change in format. He indicated that this could possibly accommodate increased enrollment without the additional expense of adding new facilities.
- The Commissioner was pleased to report that the industrial base in Carroll County is growing. He announced that Penguin Random House had recently leased a one million square foot building, which according to Maryland Secretary Shultz, is the largest project in the State this year.
- The Commissioners are not sure of the status of this year's budget process and spoke on some of their concerns during these uncertain times. Commissioner Weaver will certainly keep the Board informed.

Commissioner Weaver continued:

- He announced the CARES Funding has been extended until September. Extra funding has been provided to restaurants. Funding for small businesses and agriculture are also available.
- The Commissioners are doing their best to support agencies. He applauded the College for the steps they are taking to keep all students safe. He asked everyone to please follow the safety COVID guidelines, so that the County can continue to move forward.

IV.F. Planning Advisory Council (PAC)

No report given

- The Planning Advisory Council will hold their first meeting of the academic year on Monday, September 14, 2020.

Mrs. Frager announced that the Board has reassigned membership for the Finance and Personnel committee members as follows: Finance, Facilities, and Related Policies Committee will include Dennis Hoover, Mary Kay Nevius-Maurer, and Dave O’Callaghan. The Personnel, Instruction, and Related Policies Committee will include Dave Bollinger, Sherri-Le Bream, and Diane Foster.

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

Mr. Schuman reported:

1. 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. A review of the financial statements for the period ending June 30, 2020, reflect anticipated revenue data and normal and reasonable receipts, disbursements and encumbrances. Mr. Schuman reviewed the June Financial statements with the Board.

Recommended Motion: The Board acknowledge receipt of the June financial report. Cumulative financial information will be annually audited and appropriate responses provided by the external auditors during the annual audit process.

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. A review of the financial statements for the period ending July 31, 2020, reflect the FY2021 Appropriation of \$34,276,035. Mr. Schuman reviewed the July financial statements with the Board.

Recommended Motion: The Board acknowledge receipt of the July financial report. Cumulative financial information will be annually audited and appropriate responses provided by the external auditors during the annual audit process.

3. The Board of Trustees must approve the College's Capital Budget. In order to meet the timelines established by the Carroll County Government, the Board must approve the Capital Budget in August of each year. Included with the Requested Capital Budget is a Summary sheet of all projects and an individual briefing sheets for each project to include; Technology Improvements, Systemic Renovations FY2023, and Carroll Community College Sport Complex FY2026-New request.

Recommended Motion: The Board of Trustees approves the proposed Capital Budget Request and authorizes the President to submit it to the County Government.

Mr. Schuman continued:

4. In April of 2020, the Federal Government announced the availability of funds for Higher Education called the Coronavirus Aid, Relief, and Economic Security (CARES) Act funding available to assist colleges to continue to serve students and help them continue to learn during this unprecedented time.

The first half of the grants were made available to institutions to provide emergency financial aid grants to college students whose lives have been disrupted, many of whom are facing financial challenges and struggling to make ends meet.

The second half of the grants to institutions of higher education allows colleges to use up to one-half of the total funds received to cover costs associated with significant changes to the delivery of instruction due to the Coronavirus.

In addition, the CARES Act provides for payments to State, Local, and Tribal governments through the Coronavirus Relief Fund (CRF), to mitigate the impact of the COVID-19 outbreak. Carroll County, through the Carroll County Health Department, has received a CRF allocation. CRF funds allow reimbursement for specific, approved expenditures by local agencies, non-profits, long-term care facilities, and businesses. A breakdown of these expenses was provided to the Board.

5. The Board of Trustees Policy Item requires approval of all Purchase Requisitions amounting to over \$25,000. The College is proposing to upgrade the College's blade servers at the disaster recovery (DR) site which are end-of-life/support per manufacturer standards. These are critical components of the College's infrastructure. The blade servers are over ten years old. This project is included in the Technology Master Plan project list. TAG and PAC have endorsed this recommendation and Technology funds have been allocated for this request. These servers provide the critical backup infrastructure for the entire College data center at the main campus. The estimated cost of this product is \$49,892.60.

These items will be purchased off an existing State of Maryland MEEC Contract.

Recommended Motion: The Board of Trustees authorize the College to award the purchase of Dell Blade Servers in an amount not to exceed \$50,000 to Dell Marketing LLC, Round Rock, Texas, MEEC Hardware Agreement UMD-972016.

6. The Board of Trustees Policy requires approval of all Purchase Orders amounting to over \$25,000. 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. The website was last redesigned in 2015.

The detailed explanations of this redesign of Carroll Community College's website was provided to the Board.

On January 14, 2020, the College's RFP was posted to the State's eMMA bid website. Eighteen technical proposal responses were received before the February 25 due date. The evaluation of the RFP responses was conducted in three, independent stages. The committee was comprised of Marketing, Credit Admissions, Non-Credit, and IT staff. Individuals from the Marketing staff and Admissions office were invited to participate in the on-line presentations for additional perspective.

Included in this report to the Board is a summary of idfive's projected hours and costs to provide the required services. The recommendation to hire idfive was endorsed by the Web Standards Committee and the Technology Advisory Group Leadership Team. Funds have been allocated in the College's Technology Master Plan for this request.

Mr. Schuman continued:

Recommended Motion: The Board of Trustees authorize the College to award the contract to complete the College's website redesign in an amount not to exceed \$165,000 to idfive, 81 Mosher Street, Baltimore, Maryland.

7. The Non-Operating Budget Funds was presented to the Board for information.
8. The College will provide a Quarterly Report reflecting items purchased in excess of \$10,000 not specifically approved by the Board of Trustees. This policy was enacted by the Board of Trustees on November 16, 2005, pursuant to Title 16 of the Education Article and State Procurement Regulations for small procurement process.
9. The fourth quarter information report reflects the final transfers within functions reflecting end-of-year spending priorities. There were no transfers between functions which would require Board of Trustees approval.
10. Consent Approval for All Action Items.

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

Mrs. Frager requested for a motion for items A.1.– A.6. as proposed.

Motion: Mr. O'Callaghan moved that the Board of Trustees approve College recommendation for items A.1.– A.6. as proposed. Mrs. Bream 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 new or revised policies. Prior to the COVID-19 Pandemic, the College policy for teleworking was as follows:

On very rare occasions, an employee may receive approval to perform work at home, but only with the prior approval of the supervisor and the area Vice President. Such circumstances normally involve work on special projects, rather than the performance of more routine work.

Now that most employees have been teleworking successfully, we anticipate that it is feasible for more employees to telework going forward. In order to create clear expectations and limit liability to the College, we have enhanced and updated our Teleworking Policy. The updated policy has been reviewed by the College attorney and will be shared with the Senate at their next meeting.

Recommended Motion: That the Board of Trustees take action to approve the revised College's Faculty Handbook Policies at the September 16, 2020 meeting.

2. The Board must approve all pay increases. The College proposes that temporary-hourly and benefit-eligible employees, hired or current as of June 30, 2020, receive no scale increase.

Salary data reflects approved promotions, reclassifications and equity increases.

Recommended Motion: That the proposed salary increases be approved effective July 1, 2020.

Dr. Mince continued:

3. The College proposed three new professional appointments for Katrina Dumont, Senior Research Analyst, effective August 24, 2020; Shauna Egan, Instructional Coordinator, effective August 17, 2020; and James Jessup, Assistant Chief, Campus Police, effective August 10, 2020.

Recommended Motion: The Board of Trustees approve the appointments of Katrina Dumont, Shauna Egan, and James Jessup.

4. Approval of College Policy – Gender-Based and Sexual Misconduct Policy and Gender-Based and Sexual Misconduct Reporting, Investigation, Hearing, Decision, Sanctions, and Appeal Policy Procedures - Title IX. – **REVISED**

The Board of Trustees must approve revisions to policies. The Maryland Higher Education Commission (MHEC), in accordance with Section 11-601 of the Education Article, had directed each institution of higher education to review its policy related to sexual assault and submit to MHEC. The original policy was approved by the Board of Trustees on March 18, 2015 and revised June 19, 2019.

These draft revisions and review were promoted by the changes in the enforcement of Title IX, the federal gender-equity law 2020, Title IX Regulations (34 C.F.R. Part 106). This modification requires the governing body of each institution of higher education, on or before August 14, 2020, to adopt and post a revised written policy on sexual assault. In order to meet the regulatory deadline, the Board of Trustees approved the draft policy at its June 15, 2020 meeting pending final legal review. Legal review was completed June 29, 2020 with no substantive changes to the earlier version.

Recommended Motion: The Board of Trustees approve the revised College’s Gender-Based and Sexual Misconduct Policy and Gender-Based and Sexual Misconduct Reporting, Investigation, Hearing, Decision, Sanctions, and Appeal Policy Procedures. In addition, the Board of Trustees is authorizing the College’s President to modify this policy in the future to remain compliant with Federal or State mandates without additional Board of Trustees approval.

5. One new support staff appointment included Suzanne Kristensen, Program Associate, Adult Education, effective August 17, 2020.
6. New temporary appointments included Shari Arrington, Adult Education Tutor, effective July 27, 2020, and Colleen Leary, Academic Advisor, One Step Away Grant, effective July 15, 2020.
7. Temporary appointments are effective on a fiscal year basis. Therefore, current temporary employees must be renewed to continue employment into fiscal year 2020-2021. Three temporary employee renewals were provided to the Board.
8. The College informed the Board of one employment separation to include Katherine “LuAnn” Hively, Accounting Assistant, effective September 18, 2020. Dr. Mince stated that Ms. Hively will be greatly missed.
9. The College will recognize the attached list of faculty/staff for their dedicated years of service at the College-wide virtual meeting on August 27, 2020. The list was provided to the Board of Trustees for information only.

Dr. Mince recognized Ms. Georgia Blakeslee and Ms. Kathleen Siobhan Wright for their 30 years of service to the College.

Mrs. Frager expressed her congratulations on behalf of the Board to all those being recognized for their College service awards. Your service to the College is greatly appreciated.

10. Consent Approval for All Action Items

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

Mrs. Frager requested for a motion for items B.1. – B.4. as approved and amended by the President.

Motion: Mrs. Bream moved that the Board of Trustees approve College recommendation for item B.1. – B.4. as approved and amended by the President. Mr. Bollinger seconded.

Motion status: Motion carried unanimously.

VI. Old Business/New Business

Mrs. Frager thanked Dr. Raza Khan, Division Chair of Sciences and his department for the thoughtful note of their deep appreciation for the science kits that were approved by the Board. These kits were beneficial in allowing our students to continue their classes from home.

Mrs. Bream questioned the Board's annual coordination for their sponsorship of the College's Virtual Starry Night event on December 4, 2020. Mrs. Frager noted that Mr. O'Callaghan would contact Board members to coordinate their sponsorship.

Mrs. Frager asked the Board if they would like to continue their lottery themed tree donation for the Starry Night Silent auction. All Board members agreed to continue this donation.

VII. Dates of Upcoming Meetings and Events

Mrs. Frager reviewed upcoming meeting and activity dates.

Mrs. Frager noted that the September and October Board meetings will continue to be held virtual through MS Teams. The Board will reassess this decision in October as we move forward.

Mrs. Frager stated that Mrs. Foster asked if the Board would consider changing the virtual Board meetings time from 3:00 P.M. to 4:00 P.M. due to a scheduling conflict. The Board agreed to change the September and October virtual Board meetings to 4:00 P.M.

Mrs. Bream noted an error on the date of the October Board meeting. The meeting is listed on the agenda for October 20 and should read October 21. Mrs. Frager confirmed that the October Board meeting will be held on October 21, 2020 at 4:00 P.M.

Mrs. Frager entertained a motion to adjourn the August 19, 2020, Board of Trustees meeting.

Motion: Mrs. Bream moved to adjourn the August 19, 2020 Board of Trustees Meeting. Mr. O'Callaghan seconded.

Motion status: Motion carried unanimously.

VIII. Adjournment

Mrs. Frager adjourned the meeting at 5:10 P.M.