

**CARROLL COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES**

**October 21, 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

Michael Wilhelm/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

GUESTS

Keith Novak, Principal
Robert Gauthier, Manager
CliftonLarsonAllen, LLP

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

Mrs. Frager called the meeting to order at 4:03 P.M. and led the opening exercises.

Hearing no corrections or additions to the Agenda of October 21, 2020, Mrs. Foster moved for approval of the meeting Agenda, Mr. O’Callaghan seconded. The October Agenda was unanimously approved.

Hearing no corrections or additions to the Minutes of September 16, 2020, Mrs. Bream moved that the Minutes of September 16, 2020, be approved. Mrs. Foster seconded. The September Minutes were unanimously approved.

Mrs. Frager reminded the Board, as discussed at the April meeting, the Finance Committee would be reported by Mr. Alan Schuman, Executive Vice President of Administration, and the Personnel Committee Report would be reported by Dr. Rose 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.

IV.A. President’s Report

Dr. Ball reported:

1. Dr. Ball asked Mr. Schuman, Executive Vice President of Administration to introduce the annual audit presentation.

- Mr. Schuman introduced Mr. Tim League, Director of Fiscal Affairs, and asked him to make the introductions of his staff and audit presenter.
- Mr. League conveyed his deep appreciation to the Executive Team, Board of Trustees, and all the departments involved in making the audit process run smoothly each year. He commented that this audit was held completely offsite due to COVID restrictions. He thanked his entire team and the IT Department for their stellar cooperation in providing all the documentation and technology needed to get the job done in a timely matter, during this challenging time. He especially thanked Ms. Barbie Lim, Controller, for taking this process from a paper operation to an electronic operation. Mr. League reported the audit process was completed without any complications.
- Mr. League thanked the entire CliftonLarsonAllen team for their assistance throughout the report process. He introduced Mr. Keith Novak, Principal with CliftonLarsonAllen, LLP.
- Mr. Novak thanked Mr. League and his staff for their efficiency, and for their steadfast cooperation throughout the audit process. He noted that Mr. Robert Gauthier, Manager, was also present on today's virtual meeting. He thanked the College for providing all audit documents electronically to meet all of their set deadlines. Mr. Novak presented to the Board of Trustees a Power Point summary of the Fiscal Year 2020 annual audit report. He indicated the audit report is an unmodified opinion, meaning the financial statements were fairly stated and all material respects in accordance with general accepted accounting principles. The Annual 2020 Financial Audit reports were submitted to the Maryland Higher Education Commission in accordance within the regulatory deadline.
- The Board was given the opportunity to ask questions on the annual audit.
- Mr. Schuman reminded the Board that every year in the month of October the annual audit is presented to the Board for their approval. He also thanked Mr. Novak for his presentation.
- Mr. Novak thanked Mr. League and Ms. Lim for their hard work during these trying times.

On behalf of the Board, Mrs. Frager thanked Mr. League, Ms. Lim and their entire team for their exceptional work. She also thanked CliftonLarsonAllen,LLP for their partnership in this annual process.

Dr. Ball echoed Mrs. Frager appreciation to Mr. League, Ms. Lim and CliftonLarsonAllen, LLP.

2. Dr. Ball asked Dr. Rose Mince, Provost, to report on the Annual Marketing Communications and Enrollment Management Report.

Dr. Mince reported:

- An effective enrollment management program contributes to the College's stability and service to the community by identifying the postsecondary education and training needs of the citizens, businesses, and organizations of Carroll County by developing products and services to meet those needs, consistent with the mission of the College, and by communicating the value and benefits of participating in the programs and services offered by the College. Marketing is implemented around 13 campaigns, each with its own target market, message, publications, and media placements. The 26 pages of the report, the program and goals of each marketing campaign are described, sample marketing pieces are shown, and trends in enrollment or other program goals are presented.

Dr. Mince continued:

- The report includes extensive enrollment data and Dr. Mince provided some of the highlights of the report including Adult Education, Adult Personal Enrichment, Business Training and Services, Career and Continuing Professional Education, Child Development Center, Credit Student Recruitment, Credit Student Retention and Program Completion, Diversity/World View, Foundation and Institutional Advancement, Hill Scholars and STEM Scholars Honors Programs, Lynx Athletics, Summer Kids@Carroll/Teen College, and Visual and Performing Arts. tables and examples of marketing materials for each campaign.

Dr. Mince answered questions from the Board.

Dr. Ball noted that on page 21 the STEM Scholars headcount in first Fall for FY2020 was 15, not 20 as reported.

3. Dr. Mince provided the Fall Third Week Enrollment Report.

- The Board calendar calls for a Fall Credit Enrollment Report in October, based on data as of the official census date at the end of the third week of classes. The report provided headcount, full-time-equivalent enrollment, enrollment of recent high school graduates, and the Fall to Fall retention rates for students who started at Carroll in Fall 2019.
- While the potential impact of the COVID pandemic on enrollment was unknown as we began the new academic year, encouragingly, enrollment is only down slightly down from Fall 2019, and is roughly equivalent to Fall 2018.
- Census day enrollment for all community colleges shows that all institutions have lost students since last Fall. Carroll's decline is relatively small compared to many peer institutions.

Dr. Ball noted an error on Table Five, Carroll's Total FTE total should be -4.6% as indicated on page one, not -1.5%.

- Dr. Mince indicated that this report will be thoroughly reviewed and presented in great detail at the November Board meeting.

Dr. Ball indicated that COVID has impacted our Continuing Education and Training Department programs, but is hopeful this will turn around soon.

2. Dr. Ball called on Ms. Maurio to share the Diversity, Equity, and Inclusion report with the Board.

Dr. Ball indicated that since the planned special report on Marginalized Student Experiences is an in-depth report, and the report section of the agenda is lengthy this month he asked Ms. Maurio to move the report to a future Board meeting,

Ms. Maurio reported:

- Ms. Maurio updated the Board on the search process for the Executive Director of Diversity, Equity, and Inclusion position.
- The search committee identified seven candidates for this position. Three candidates have interviewed virtually. Once all candidates have been interviewed, final recommendations will be forwarded to Dr. Ball for the next interview round and selection decision.

Ms. Maurio continued:

- Ms. Maurio updated the Board on several events that will take place on campus for students and employees.

Dr. Ball thanked Ms. Maurio for her report. He informed the Board that there were over 80 applicants that applied for the Executive Director of Diversity, Equity, and Inclusion. Twenty-two of these applicants met all qualifications.

3. Dr. Ball asked Dr. Kristy Crumley, Associate Provost, Student Affairs and Marketing to report on “Virtual Student Life.”

Dr. Crumley reported:

- Dr. Crumley stated that the role of Student Life is to help students feel connected to the College and take pride on attending Carroll. To help students feel connected during this virtual time, many activities have been planned to help bring students together.
- Ms. Jen Milam, Student Government Director has been very creative in the planning a wide array of activities to give students the opportunity to feel like they are part of the College community and to promote socialization with their fellow students. Activities range from watching movies together on Netflix, virtual cookie making, author presentations, virtual club workshops and mental health workshops. SGO’s Leadership Challenge will still take place this semester as many students have signed up to participate. Academic support workshops are also being conducted to assist students for the mid-term crunch.
- Dr. Crumley indicated that she and Mr. Wilhelm would go over results from the SGO’s Student Survey s that was e-mailed to students this Fall during the SGO report.
- Dr. Crumley will continue to keep the Board informed on how students continue to cope with virtual learning.

Trustee Nevius-Mauer stated that you cannot go wrong with books, cookies, and painting. She congratulated SGO on the great job they are doing with the students.

4. Dr. Ball continued his report with a College Update:

- Dr. Ball informed the Board that the College will continue the same learning format for the Winter/ Spring semester that was provided in the Fall. The College will be adding a “Mixed” synchronous and asynchronous learning format within the same on-line course. Dr. Ball asked Dr. Mince to explain this program in more detail.
- Dr. Mince stated that the College has a course format referred to as “hybrid courses,” in which the course meets about half the time face-to-face on campus and the rest of the time asynchronously online. With COVID restrictions and not being able to have as many students on campus, students will now have this mixed model to meet synconously online on a specific day and also have time to complete other portions of that same classes asynchronously. She indicated that the College is trying to meet student needs for all situations that arise.

- Dr. Ball indicated that the SGO Survey summary was sent to the Board for their review. This summary shows how students are coping with the current learning situations. This topic will be discussed in more detail during the SGO report.
 - Dr. Ball attended the SGO Town Hall Meeting last week. He stated that our students are very articulate and accomplished and that much was gained from the discussion held during the virtual Town Hall meeting.
 - Dr. Ball briefed the Board on the upcoming self-study report and the preliminary virtual visit from MSCHE Team Chair, Dr. Brian Durant on November 16, 2020. He reminded the Board that Dr. Durant will meet with the Board and the County Commissioner ex-officio representative on November 16, at 4:30 P.M. via MS Teams. He also indicated that he would keep the Board updated on the format for the April 2021 Accreditation Team visit as soon as that is determined.
 - The College continues to press towards holding contact athletics including Soccer and Lacrosse in the Spring. The Board agreed that they feel that sports can be managed carefully and successfully if held in the Spring.
 - Dr. Ball reviewed the meeting agenda and asked the Board for in-pu for the College’s Outreach meeting with the Carroll County Delegation on November 5, 2020 at 10:00 A.M. via MS Teams. Topics were reviewed and prioritized with the Board.
 - Dr. Ball asked Ms. Trostle, Vice President of Continuing Education and Training to inform the Board on the Governor’s Emergency Education Relief (GEER) Fund distribution and how these funds would be allocated in the Continuing Education Department. Dr. Ball advised that this Grant Award was included in the Finance Committee’s report for Board approval.
 - Ms. Trostle stated that the College received \$344,033 in GEER funds. These funds will go towards Drone Scholarships, Augmented Reality Welding Lab and Manufacturing Simulation Equipment and Curriculum.
5. Dr. Ball asked Mr. Steve Wantz, Executive Director of Institutional Advancement to update the Board on the Foundation’s activity.
- Mr. Wantz invited the Board to an upcoming free financial planning seminar, *Planning & Tax Opportunities* on Thursday, October 22, 2020. Mr. Wantz stated that he would serve as moderator of a panel of local leaders who will briefly share best practices and answer questions. This event is hosted by the Foundations Planned Giving Advisory Council.
 - Mr. Wantz reminded the Board of the upcoming “Reimagined Starry Night Gala” being held on December 4, 2020. This virtual event is being very well received by our community. As of today, the event is at 83% of its sponsorships goal.
 - The *Give to the Cause Campaign* has already raised 25% of goal. This event is typically rolled out at Starry Night, but the committee decided to introduce it during the sponsorship fundraising for Starry Night.
 - Mr. Wantz thanked the Board for their support of the Gala. He stated that he feels this will be a unique and special event despite the virtual format.

Mrs. Frager thanked everyone for their updates and for all the substantial efforts taking place in all areas of the College.

Academic Council

Mr. Krzanowski reported:

- The Academic Council met on Friday, October 2, 2020.
- Ms. Laurie Shields, Senior Director, Records and Student Data Analytics, demonstrated Curriculog, a new program for submitting and reviewing Academic Council proposals.
- Two proposals were submitted and approved by the Council.
- The Council will meet on again on Friday, November 6, 2020.

IV.C. Senate

Ms. Nusbaum reported:

- The Senate met on Friday, October 9, 2020.
- Dr. Ball attended to provide updates and answer any questions.
- Guest Speaker Jen Milam, Director of SGO spoke about student engagement during these difficult times.
- The Senate continues to discuss the necessity of promoting cohesion among faculty, staff and students during these times apart and discuss ways to keep everyone connected at their monthly meetings.
- Senators discussed future guest speaker ideas as well as the preferred method for Senate meeting distribution of agendas and minutes.
- Storage for recorded Senate meetings was discussed.
- Monthly summary reports of the meetings are being sent out to all constituents by their Senate representative.

IV.D. Student Government Organization

Ms. Delauter reported:

- SGO is working on the planning of a drive thru Trick or Treat event as well as a drive-in movie.
- SGO held a Town Hall meeting for students on October 15, 2020.
- Ms. Delauter shared some of the SGO Student Concerns Survey summary results with the Board.

Dr. Crumley shared some of the suggestive recommendations from the results of the SGO survey.

- Students reported having mental health and stress related concerns. Dr. Crumley indicated that the College's REACH Committee, which is made up of the Director of Student Care, Student Life representatives, student affairs staff, and students is being proactive in their planning to assist students with handling stress and providing academic help and support.
- Student technology needs was also a concern with some students. Dr. Crumley indicated that the College will continue with its Technology Loaner Program. Students without access to computers have been provided with laptop loaners since the College went remote in March. The College's IT Department has been very helpful in assisting students with any technology needs and questions.

- Dr. Crumley advised the College is also offering Technology Boot Camp Workshops to assist students in navigating the technology systems the College has to offer. These workshops have been popular.
- Time management was also listed as a concern for students. Dr. Crumley announced that SGO will be holding a drive-thru pick up for students to receive a hard copy of the student planner/handbook. The handbooks are also sent out electronically, but for those students who would like to obtain a print copy, the print version of the planner can help in organizing and managing their course load.
- Dr. Crumley indicated that the student survey had an excellent return rate, with 230 students responding. She congratulated SGO for their hard work in completing this survey. She will keep the Board updated on the progress as we move forward.

Trustee Bream asked if the College's Food Locker is operational at this time. Dr. Crumley stated that the Food Locker is open, and the shelves are well stocked thanks to the College's partnership with the Maryland Food Bank. Students can still access the Food Locker but only by appointment due to COVID restrictions.

Trustee Frager thanked Dr. Crumley and SGO for their many solutions to help our students navigate through these troubling times.

IV.E. Commissioner

No report

- Commissioner Weaver advised the College via email message that while he could hear the meeting, he was unable to join the meeting through video or to be heard due to unknown technical problems.

Mrs. Frager commented that she was sorry for the difficulty, and that we look forward to his November report to the Board.

IV.F. Planning Advisory Council (PAC)

Dr. Mince reported:

- The Planning Advisory Council met on Monday, October 12, 2020.
- Natalie Crespo, Director Institutional Research presented the Fall 2020 Fall Enrollment Report which compared and contrasted Fall 2020 enrollment trends with prior Fall semesters.
- Dr. Maya Demishkevich, Senior Director Marketing presented the Strategic Marketing Report. This report is used to reflect on ways to use the Fall enrollment and strategic marketing presentations to affect decisions in individual areas of the College.
- Dr. Mince commented that the PAC meetings are going incredibly well this year. The meetings are highly engaging thanks to Dr. Crespo and Mr. Brown for the way they have organized these meetings and encouraged participation from PAC members.
- Dr. Mince conveyed that PAC provides the mechanism for Collegewide review of important reports and information. These reports are followed by Board review and approval to include the Fall Enrollment and the Strategic Marketing report that appear on this evening's agenda.
- The next meeting will be held on October 26, 2020 at 3:30 P.M. through MS Teams. A review of the preliminary FY2022 balanced budget request will be discussed.

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

Mr. Schuman reported:

1. Title 16 of the Education Article, Annotated Code of Maryland and Board of Trustees' Policy require an annual audit of the College's accounts by an independent certified public accountant.

The current audit covers the period from July 1, 2019 to June 30, 2020.

Mr. Schuman indicated that a full report was provided in the President's report at the start of the meeting.

Recommended Motion: The Board of Trustees accept the annual Audit.

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 September reports are not the audited final statement.

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

3. Board Policy requires the Board of Trustees to approve the acceptance of all grants.

Carroll Community College has received a grant of \$344,033 awarded under the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) Education Stabilization Fund Program - Governor's Emergency Education Relief (GEER) Fund.

Carroll Community College will use the GEER funds in a few ways as Ms. Trostle spoke about in Dr. Ball's report. Most of the funds will be used to develop continuing education training programs that prepare individuals for manufacturing certifications to fill in-demand jobs in our community. Carroll County has a shortage of skilled workers such as computer numerical control (CNC) operators, welders, and industrial maintenance technicians. Carroll Community College currently lacks the capacity to offer these critical programs as it needs basic equipment and software required to support hands-on learning. A breakdown of the use of these funds was provided to the Board.

Mr. Schuman stated that the College plans for the GEER funding will support economic development, area businesses, and students. Using most of the funds to build new programs to support local manufacturing will benefit Carroll County for years to come.

Recommended Motion: The Board accept the grant from The Maryland Higher Education Commission in the amount of \$344,033.

4. Board Policy requires the Board of Trustees to approve the acceptance of all grants.

Carroll Community College has received a grant from the Maryland Health Services Cost Review Commission (HSCRC) administered by the Maryland Higher Education Commission (MHEC).

Funds are allocated to support improving simulation education. This grant specifically supports PPE resource materials, in response to the COVID-19 pandemic, in the amount of \$10,350. Montgomery College is hosting the statewide award and will provide the PPE supplies directly to Carroll Community College.

Mr. Schuman continued:

Recommended Motion: The Board of Trustees accept the grant from the Maryland Health Services Cost Review Commission administered by the Maryland Health Education Commission in the amount of \$10,350 for Fiscal Year 2021.

5. The Board of Trustees Policy Item requires approval of all Purchase Requisitions amounting to over \$25,000. To conduct the laboratory portion of each of the Science classes during the Spring 2021 semester, the entire Science Division has worked to arrange for the materials necessary for students to sufficiently complete the work from their homes. Continued reduced room occupancy has made the use of purchased lab kits necessary. Attached is a list of courses, separated by vendor, with the quantity and costs associated with each type of kit. Kits were purchased from eSciences, Carolina Biological, and Labster for Fall courses.

Recommended Motion: The Board of Trustees authorize the College to purchase the student lab sciences kits as part of the College's online learning program for the Spring semester in an amount anticipated to be \$147,457.82 from the various vendors listed. It is anticipated that CAREs funds will support this purchase.

6. The Non-Operating Budget Funds were presented for information. Data reflects July through September 2020. All the activity included in this report was comprised in the annual financial audit that was presented under the President's report.
7. The College will provide a Quarterly Report reflecting items purchased in excess of \$10,000 not specifically approved by the Board of Trustees. This report includes On-Going Contracts, Blanket Purchase Orders, Training Partnerships, and Purchase Requisitions in Excess of \$10,000 but less than \$25,000.

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.

8. The College's Privacy Notice has been updated due to changes in State Law, HB1122 State Government – Protection of Personally Identifiable Information – Public Institutions of Higher Education, passed during the 2020 Legislative Session.

The College's Technology Security Committee updated our existing notice to comply with the new requirements. It has been reviewed by the County Attorney's Office. This updated notice broadens our current notice and references third party affiliated statements that are not under the College's authority.

The revised Privacy Notice was provided to the Board.

9. Consent Approval for All Action Items
 - a. Motion to approve College recommendations for item A.1. – A.5. as proposed.

Mrs. Frager requested for a motion for items A.1. – A.5. as proposed.

Motion: Mr. Hoover moved that the Board of Trustees approve College recommendation for items A.1. – A.5. as proposed. Mrs. Nevius-Maurer seconded.

Motion status: Motion carried unanimously.

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

Dr. Mince reported:

Information Items:

1. One new support staff appointment includes Debra Smith, Environmental Services Specialist, effective October 5, 2020.
2. Dr. Mince shared several new temporary appointments presented to the Board for information.
3. Temporary appointments are effective on a fiscal year basis. Therefore, current temporary employees must be renewed to continue employment into fiscal year 2020-2021. The list of temporary employees' renewals was provided to the Board.

VI. Old Business/New Business

Mr. O'Callaghan asked Dr. Ball to share the changes in leadership that will take place at the Maryland Association of Community Colleges (MACC) in the upcoming year.

Dr. Ball shared that Dr. Bernie Sadusky, Executive Director will be retiring at the end of this year. Also, Jody Kallis, Legislative Director will also retire at the end of 2021. Dr. Ball stated Dr. Sadusky and Ms. Kallis have been instrumental in shepherding the Maryland community colleges for many years and they will be greatly missed. He indicated that Dr. Brad Phillips, Director of Policy Analysis & Research, has been named as Deputy Assistant Director in the interim to assist in this transition. Dr. Ball stated that Dr. Sadusky was one of the best Executive Directors MACC has ever had and wishes him well in his retirement.

Mr. O'Callaghan who serves as Trustee-at-Large on MACC's Executive Committee, stated that the knowledge of Dr. Sadusky and Ms. Kallis is going to be a difficult transition, but is glad that Dr. Phillips will be taking on this responsibility as they move forward.

VII. Dates of Upcoming Meetings and Events

Mrs. Frager reviewed upcoming meeting and activity dates.

Mrs. Frager informed the Board that the College has confirmed a date for their annual outreach meeting with the Commissioners. The meeting will take place virtually through MS Teams on Tuesday, December 1, 2020 at 9:00 AM.

Mrs. Frager entertained a motion to adjourn the October 21, 2020 Board of Trustees meeting.

Motion: Mrs. Foster moved to adjourn the October 21, 2020 Board of Trustees Meeting. Mr. O'Callaghan seconded.

Motion status: Motion carried unanimously.

VIII. Adjournment

Mrs. Frager adjourned the meeting at 5:58 P.M.