

**CARROLL COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES**

**December 16, 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

STAFF PRESENT

Marianne Anderson
Rob Brown
Trish Carroll
Dr. Natalie Crespo
Dr. Kristie Crumley
Dr. Roxanna Harlow
Dr. Michelle Kloss
Robert Krzanowski
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 4:03 P.M. and led the opening exercises.

Hearing no corrections or additions to the Agenda of December 16, 2020, Mrs. Bream moved for approval of the meeting Agenda, Mrs. Foster seconded. The December Agenda was unanimously approved.

Mrs. Foster noted a few grammatical errors in the November 18, 2020 Minutes. Mr. O'Callaghan moved that the Minutes of November 18, 2020, be approved with revisions. Mr. Bollinger seconded. The November Minutes were unanimously approved as amended.

Mrs. Frager reminded the Board, as discussed at the April 2020 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 Dr. Rose Mince to provide an update on the Annual Institutional Effectiveness Assessment Report.

Dr. Mince reported:

- Each year in December, the Institutional Effectiveness Measures are presented to the Board to provide a snapshot of how Carroll Community College is fulfilling its mission. This year, a synopsis to summarize the report's highlights was included.
- Dr. Mince provided context for the Institutional Effectiveness Measures by sharing excerpts from National Student Clearing House Research Center report titled *COVID 19 Transfer Mobility and Progress, a First Look at Fall 2020*. Dr. Mince indicated that enrollment in Community Colleges across the State was down 4.4% and down 9.5% Nationally.
- Dr. Mince reviewed a summary of the Institutional Effectiveness Measures that were below benchmark, all enrollment related, and resulting from the negative enrollment effects of the COVID-19 pandemic.

Dr. Mince invited Dr. Natalie Crespo, Director of Institutional Research, to report on the indicators still below benchmark, but improving.

- Dr. Crespo advised the Board that a handful of indicators related to student and employee surveys were not able to be updated in time for this report. This information will be included in next year's Institutional Effectiveness Measures report to the Board. Dr. Crespo went on to discuss the indicators that fall below the benchmark, but showing continued improvement.

Dr. Mince invited Libby Trostle, Vice President of Continuing Education and Training to report on indicators performing above benchmark.

- Ms. Libby Trostle, discussed indicators performing above the benchmarks and also discussed current enrollment challenges in Continuing Education and Training due to the COVID crisis.

Mrs. Frager thanked Dr. Mince, Dr. Crespo and Ms. Trostle for their report and for providing context and perspective for the Board.

2. Dr. Ball invited Ms. Rebecca Maurio to share the monthly Diversity, Equity, and Inclusion report.

- Ms. Maurio shared a brief PowerPoint presentation that included an overview of actions taken across the College, that also align with the College's Compass 2025 Strategic Priorities.

Ms. Maurio introduced Dr. Roxanna Harlow, Asst. Professor, Social Science, to report on the Marginalized Student Experiences.

- Dr. Harlow introduced herself to the Board as the Discipline Coordinator of Sociology, and the Faculty Coordinator of Diversity Training and Development. She is a resident of Westminster and shared the Boards and Councils on which she serves in Carroll County.
- Dr. Harlow reviewed the results of an informational survey she conducted in 2018 to explore the experiences of marginalized students on campus.
- Dr. Harlow discussed how the findings are being addressed in the form of workshops and staff development classes geared towards improving staff skills in working with students of color and other ethnic minorities.

Ms. Maurio thanked Dr. Harlow for her insightful report. She also welcomed the Board to attend any of the workshops provided.

Dr. Ball echoed Ms. Maurio's invitation to the Board and asked that they let us know if they would like to attend any of these informative workshops.

Mrs. Foster thanked Ms. Maurio and Dr. Harlow for the tremendous work they are doing towards this effort, and that she will definitely be interested in attending these classes.

Dr. Ball thanked Dr. Harlow for her efforts in gathering this very important information for this report. He stated that the College values this information and these efforts will continue to improve.

3. Dr. Ball was pleased to announce that Mr. Clyde Johnson, from the Maryland Institute College of Art, has accepted the Executive Director Diversity, Equity, and Inclusion position. Mr. Johnson will assume this position on January 11, 2021. Dr. Ball stated that Mr. Johnson is going to be a great addition to the College.

Mrs. Foster asked if the Board could be introduced to Mr. Johnson at one of the upcoming meetings.

Dr. Ball replied that he would invite Mr. Johnson to the Board Retreat on January 20, 2021.

4. Dr. Ball discussed the College's Annual Outreach Meeting with the Carroll County Commissioners that took place on December 1, 2020. He thanked Commissioner Weaver for his support in coordinating this meeting with the Commissioners.

Commissioner Weaver stated that he thought that it was a good meeting, and the College's message was loud and clear and heard by all the Commissioners.

- Dr. Ball updated the Board on the MCCCCP/MACC Strategic Plan Development Meeting. He thanked Trustee Nevius-Maurer for her participation at this meeting and asked if she would like to share her thoughts on this meeting.

Mrs. Nevius-Maurer stated that it was nice to hear people from different aspects within the community, from business owners to counselors. She conveyed that the main focus of this meeting was to help students realize that college can be obtainable.

- Dr. Ball thanked Mrs. Nevius-Maurer and indicated that this strategic initiative will be discussed at the Board Retreat on January 20, 2021.

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

Mr. Wantz reported:

- Mr. Wantz extended his public appreciation to Dr. Ball and Dr. Mince for co-hosting the virtual Starry Night Gala on December 4, 2020. He also thanked Mrs. Frager for her willingness to help make this event a success. He also thanked the Vice Presidents and their staff for their work and support.
- The feedback received from event sponsors and donors for the virtual approach to Starry Night was all very positive and supportive.
- Mr. Wantz estimated that Starry Night will net approximately \$85,000 after all accounting is complete.

Mrs. Frager thanked Mr. Wantz, his staff, and the Foundation Board for the remarkable evening. She also expressed her appreciation for the Foundation's recognition of donors, Greg and Roberta Kahlert in honor of their many contributions to the College in support of our students.

Academic Council

Mr. Krzanowski reported:

- The Council met on Friday, December 4, 2020.
- Three proposals were submitted and approved by the Council.

V.C. Senate

Ms. Nusbaum reported:

- The Senate met on Friday, December 11, 2020.
- Dr. Ball attended to provide College updates and answered questions.
- Mr. Schuman attended to present the FY2022 Budget.
- Ms. Barb Gregory, Director of Career Development, shared meeting information on the Appreciation Award Committee.
- Ms. Sharon Brunner, Division Chair Social Sciences/Program Director, Health and Exercise Science, discussed the formation of the Faculty Council.
- Ms. Nusbaum discussed initiatives to ensure effective communication across campus.

IV.D. Student Government Organization

Mr. Wilhelm reported:

- SGO held their last meeting for the Fall semester on December 8, 2020.
- SGO held a final exam drive-thru event on January 9, 2020 for students to receive treat bags to help relieve the stress of final exams.
- SGO will meet on Mondays from 2:00 – 3:00 P.M. during the Spring semester.
- SGO's Mental Health Committee is preparing a newsletter on maintaining mental health that will be sent to fellow students.
- SGO also sent out a student survey this week. Results of this survey will be reported to the Board during the Spring semester.

Dr. Ball thanked Mr. Wilhelm for his report and also expressed his appreciation to the SGO for their efforts to stay connected virtually with one another. He thanked SGO for compiling and sharing the results of their student surveys.

IV.E. Commissioner

Commissioner Weaver reported:

- The Commissioner thanked the College for offering virtual classes for students and the community.

Commissioner Weaver continued:

- The County was able to distribute \$8,000,000 to small businesses and restaurants through the Federal and State Business Assistance Grant Program to assist struggling businesses during these uncertain times. He applauded the Carroll County Economic Development Department for their outreach efforts to these businesses to help provide needed assistance during this difficult period.
- The sale of the North Carroll High School facility was unanimously approved by the Board of Commissioners and awarded to Chesapeake Real Estate Group, LLC. The property will be developed as a commercial multi-purpose sports complex to include turf fields. The Commissioner stated that this could be a great opportunity for the College to get involved in this center, especially as they expand our sports program.
- The 2021 Budget outlook is uncertain at this time. The County continues to be cautious due to projected declines in revenue.
- The State of the County Address will be live streamed on January 12, 2021, at 9:00 A.M. Invitations have been sent.
- The Commissioner reported that Commissioner Wantz will begin service as the new Ex-officio Representative to the Board of Trustees from the Carroll County Board of Commissioners for 2021. Commissioner Weaver thanked the Board for their support and the opportunity to serve as Ex-officio for this past year. He vowed to continue to support the College and urged the Board and Dr. Ball to reach out to him whenever needed.

Mrs. Frager thanked Commissioner Weaver for his continued support of the College.

Mr. Bollinger thanked Commissioner Weaver for taking the time to attend the Board meetings this past year. He stated that the communication, information, support, and teamwork the Commissioners provide in this capacity is invaluable for the College.

Dr. Ball thanked the Commissioner for his service to the College. He commented that the College looks forward to attending the State of the County on January 12th.

IV.F. Planning Advisory Council (PAC)

Dr. Mince reported:

- The Planning Advisory Council meeting scheduled for December 7, 2020, was canceled.
- The next meeting of the Council is Monday, February 1, 2021, via MS Teams.

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 November 30, 2020, reveals normal and reasonable receipts and disbursements. Mr. Schuman reviewed a few significant factors related to the FY2021 Operating Budget.

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

Mr. Schuman continued:

2. The Board of Trustees Policy Item requires approval of all Purchase Requisitions amounting to over \$25,000. The College has standardized Microsoft solutions for core services including directory services, security, operating systems for servers and workstations, application servers, collaboration, and Microsoft 365. The Microsoft infrastructure is critical to the College. business functions with the rapid changes in technology and the constantly evolving cyber threat landscape, IT is recommending contracting with Microsoft for their Premier Services Contract.
3. Microsoft Premier Support provides access to an always-on global network of specialists with deep knowledge of Microsoft products. This Microsoft product expertise will allow us to optimize the value of our Microsoft investment with Premier Support services by providing a dedicated Technical Account Manager (TAM), support with hands-on assistance, training, tools, and end-to-end managed support across all Microsoft technologies. The TAM acts as a single point of contact to drive both proactive and reactive services tailored to our needs.

The Board was provided with a list of the services this Microsoft product offers.

Recommended Motion: The Board of Trustees authorize the College to award the purchase of Microsoft Premier Services in an amount not to exceed \$35,582 to Microsoft Corporation, One Microsoft Way, Redmond WA 98052-6399, using the MEEC Microsoft Premier Services Contract MSA#U8720739.

4. Mr. Schuman reviewed highlights of the FY2021-2022 Operating Budget Request and noted that the final report will be submitted to the Board at their February 17, 2021, meeting for approval. The FY2022 Operating Budget Request was presented for information. Mr. Schuman answered questions from the Board and Commissioner Weaver.

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

5. Consent Approval for All Action Items
 - a. Motion to approve College recommendations for item A.1. – A.2. as proposed.

Mrs. Frager requested a motion for items A.1. – A.2. as proposed.

Motion: Mr. O’Callaghan moved that the Board of Trustees approve the College’s recommendation for items A.1. – A.2. 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 new policies. The College is seeking to establish policies in accordance with Maryland law that will provide unpaid leave for bone marrow and organ donation and for crime victim leave to comply with a subpoena or other court order to attend a proceeding in which they have a right to appear. Employees may choose to use available accrued but unused vacation/personal/paid sick time in lieu of unpaid leave. Both of these policies were recommended to be added to our Employee Handbook as a result of a review that is in progress.

Dr. Mince continued:

Recommended Motion: The Board of Trustees approve the College Policy – Bone Marrow and Organ Donor Leave and Crime Victim Leave to be included in the Employee Handbook.

2. The College proposed one new professional appointment for Clyde Johnson, Executive Director, Diversity, Equity, and Inclusion, effective January 11, 2021.

Recommended Motion: The Board of Trustees approve the appointment of Clyde Johnson.

3. Two new support staff appointments include Kelsey Pobletts, Environmental Services Specialist, effective November 30, 2020, and Marvin Ramsay, Environmental Services Specialist, effective January 4, 2021.
4. One new temporary staff appointment included Rachael Rill, Aide, School-Age (Child Development Center), effective December 7, 2020.
5. The College informed the Board of five employee separations to include Stephen Bigott, Assistant Supervisor, Environmental Services, effective January 8, 2021; Jason Draksler, Campus Police Officer, effective November 18, 2020; John Polley, Senior Manager, Enterprise Service Desk, effective November 13, 2020; Thomas Shields, Assistant Professor, Mathematics, effective December 18, 2020; Debra Smith, Environmental Services Specialist, effective November 7, 2020.

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

6. Consent Approval for All Action Items
 - b. Motion to approve College recommendations for item B.1. – B.2. as proposed.

Mrs. Frager requested a motion for item B.1. – B.2. as proposed.

Motion: Mrs. Foster moved that the Board of Trustees approve the College's recommendation for items B.1. – B.2. as proposed. Mrs. Bream seconded.

Motion status: Motion carried unanimously.

VI. Old Business/New Business

Mrs. Frager advised the Board that their annual Board Retreat scheduled for January 20, 2021, at the Antrim, will now be held virtually due to COVID conditions. The meeting will begin at 4:00 P.M. A Teams invite will go out to the Board in early January.

VII. Dates of Upcoming Meetings and Events

Mrs. Frager reviewed upcoming meeting and activity dates.

On behalf of the Board of Trustees, Mrs. Frager thanked everyone for their many generous contributions to the College community and students. She wished everyone a safe and happy holiday.

Mrs. Frager asked for a motion to end the December 16, 2020, Board of Trustees' meeting and meet in a closed Executive Session to discuss an issue of legal concern as well as general administrative consideration. Mrs. Foster moved that the Board of Trustees meet in a closed Executive Session. Mrs. Bream seconded.

Motion status: Motion carried unanimously.

VIII. Adjournment

Mrs. Frager adjourned the meeting at 5:34 P.M.