

**CARROLL COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
MINUTES**

**March 17, 2021  
Approved**

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

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

Sherri-Le Bream - Excused

COMMISSIONER LIAISON

The Honorable Stephen Wantz

STUDENT GOVERNMENT

Michael Wilhelm

STAFF PRESENT

Marianne Anderson  
Rob Brown  
Trish Carroll  
Dr. Natalie Crespo  
Dr. Kristie Crumley  
Clyde Johnson  
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 4:33 P.M. and led the opening exercises.

Mrs. Frager indicated that the Finance, Facilities and Related Policies Committee added three exhibit items to the March 17, 2021 Agenda to include exhibits V.A.4., V.A.5. , and V.A.6. Mrs. Frager asked for a motion to approve the amended Agenda. Mrs. Foster moved to approve the March 17, 2021 Agenda as amended. Mrs. Nevius-Maurer seconded. The March amended Agenda was unanimously approved.

Before taking a motion on approving Minutes of the February 17, 2021 meeting, Mrs. Frager pointed out an error in the motion to close the February 17, 2021 meeting minutes. Mrs. Frager asked for a motion to approve the amended Minutes. Mr. Hoover moved to approve the February 17, 2021 Minutes as amended. Mrs. Foster seconded. The Minutes were unanimously approved as amended.

IV.A. President's Report

Dr. Ball reported:

1. Dr. Ball asked Dr. Mince, Provost, to provide the Spring 2021 Enrollment Analysis Report.

Dr. Mince reported:

- The Board calendar calls for a Spring Enrollment analysis based on data as of the official census date at the end of the third week of classes. Dr. Mince thanked Dr. Natalie Crespo, Director of Institutional Research, for her excellent job in preparing this report.
- Dr. Mince reviewed the nine-page report provided to the Board, which included general data and charts for the Board to review.
- The Spring 2021 enrollment declined from last year. The data are reflective of the decline from Fall 2020.
- One positive change this year is that students who are attending Carroll are taking more credits, so the Spring-to-Spring decline in FTE is less than the decline in enrollment.
- The College continued to respond to the ongoing pandemic by offering a majority of instruction remotely, adding an additional instructional format to meet the needs of students. There was a modest uptick in the number of face-to-face and hybrid courses from Fall 2020 to Spring 2021.
- Dr. Mince reported that the 2021 Spring headcount decreased by 8.3 percent. However, compared to prior years, average student credit load is higher, yielding a 6.8 percent decline in FTE.
- Dr. Mince indicated that with the many safety measures and the implementing of vaccines, the College is hoping to return to a more face-to-face format in the Fall. She asked Dr. Ball to advise the Board on any additional information he would like to share.

Dr. Ball conveyed the College is looking forward to returning to face-to-face teaching in the Fall. Students will continue to have the option of remote learning as classes allow. The College continues to monitor all information distributed from the Center for Disease Control (CDC) on updated guidelines before we can make any final decisions to return to campus in the Fall. He indicated that he is hopeful that the College can begin to rebuild its enrollment as it was before the pandemic.

- Dr. Mince invited Ms. Trostle, Vice President of Continuing Education and Training, to report on Continuing Education 2021 Spring Enrollment.
- Ms. Trostle reported CET enrollment is significantly down compared to March 2019. Annual noncredit FTE's as of March 1<sup>st</sup> for FY2021 was 283.6 compared to FY2020's FTE of 460.5. Some areas are up, or have held their own, other areas are significantly impacting these numbers due to the limited class size due to COVID-19 restrictions and the inability to host large events. The cancellation of the Kids@Carroll program was also a major impact. Ms. Trostle stated CET is looking forward to returning to some normalcy in the Fall.
- Dr. Mince reviewed the Peer Institution Spring Census Enrollment chart. She indicated that of the institutions who have provided unofficial Spring Census enrollment to the Maryland Association of Community Colleges (MACC), Carroll falls in the middle in terms of the enrollment decline since last year.

Dr. Ball thanked Dr. Mince and Ms. Trostle for their reports.

2. Dr. Ball invited Ms. Becki Maurio and Mr. Clyde Johnson to provide the monthly Diversity, Equity, and Inclusion update.

Ms. Maurio reported:

- Ms. Maurio reviewed the Diversity, Equity, and Inclusion (DEI) Committee's planned activities during February celebrating Black History Month. She conveyed that over 40 people participated in daily and weekly reflection activities. Ms. Maurio indicated that based on the success of Black History Month, DEI is celebrating Women's History Month in March.
- Ms. Maurio shared the success of the Black History Month Panel on Thursday, February 25, 2021. Over 60 participants including Trustees Nevius-Maurer and O'Callaghan joined this virtual event to hear three Black leaders in the community discuss their career successes, triumphs, challenges, mentorship experiences, and influences that helped them in their career journey. Panelists included Trustee Diane Foster, Winters Mill Principal Michael Brown, and retired engineer, community leader, and Carroll Foundation Board member, Bernie Jones. Ms. Maurio thanked all those who participated in this event. Ms. Maurio invited Mr. Johnson, Executive Director DEI, to discuss upcoming professional learning for the Spring.
- Mr. Johnson reported that one of the endeavors that the DEI Committee has assumed is to make sure that the Committee is committed to ongoing learning objectives of Diversity, Equity and Inclusion. The Committee has registered for five different conferences within the local and national levels. He advised that the College is now a member of the National Association of Diversity Officers in Higher Education (NADOHE). This is a National platform in which diversity officers from around the country are enrolled. This membership will allow the College to have commitments from Diversity Officers around the country, to support us in our learning and our education, as we create policies and procedures to assist Carroll in moving forward. Mr. Johnson asked Ms. Maurio to share her thoughts on the recent conference that she attended at the Community College of Baltimore County (CCBC).
- Ms. Maurio indicated that on our campus we have an Inter-cultural Teaching and Learning Fellows Program, with 22 people participating in this cohort-based program this year. Last month this group participated virtually with CCBC at their annual Culturally Responsive Teaching and Learning Conference. This excellent conference included National speakers. Carroll's Fellows will continue to discuss takeaways from these conferences, and how to apply them in our work at Carroll.
- Mr. Johnson stated that his colleagues and he will be attending the Association of American Colleges and Universities (AAC&U) 2021 Diversity, Equity, and Student Success Conference March 24-26. Mr. Johnson stated that one of the major initiatives he has undertaken is to review the College's Mission, Vision and Value Statements to learn more about the definitions and philosophy around Diversity, Equity and Inclusion as it pertains to the College.

Dr. Ball thanked Ms. Maurio and Mr. Johnson for their work in these efforts.

3. Dr. Ball provided a detailed Legislative update to the Board on the latest activity during the 2021 Legislative session. He indicated that Community Colleges have been very active in testimony, despite the COVID-19 restrictions.
4. Dr. Ball asked Ms. Shields, Commencement Committee Chair, to report on the 2021 Commencement ceremony.

Mrs. Shields reported:

- In compliance with COVID-19 restrictions, this year's Commencement Ceremony will be held on Friday, June 4, 2021, from 10:00 A.M. - Noon in an informal diploma pick-up drive-through event at Carroll Community College. The rain date is Sunday, June 6<sup>th</sup>.
  - Currently 270 students applied to graduate and are expected to participate.
  - SGO is hard at work to make this an enjoyable and memorable event for our students. Drive-through Commencement will be live streamed for those who cannot attend.
  - Dr. Ball thanked Ms. Shields for the Commencement update and will keep the Board informed as we move closer to the date.
  - Dr. Ball informed the Board that with the assistance of the Carroll County Health Department, the College was able to offer employee vaccines on March 12, 2021. Employees have been notified to receive their second vaccine on April 9, 2021
5. Dr. Ball invited Mr. Steve Wantz, Executive Director of Institutional Advancement & College Foundation, to give the Board an update on the Foundation's activities.

Mr. Wantz reported:

- Mr. Wantz shared the Book Fair's microsite and all it has to offer with the Board.  
<https://carrollcc.edu/VirtualPRHBookFair/>
- The College will hold the Book Fair virtually on April 9-10, 2021.
- A series of Facebook live events will begin at 1:45 P.M. on Friday, April 9<sup>th</sup> and Saturday, April 10<sup>th</sup> at 9:00 A.M. to assist participants to the microsite to view the events taking place.
- The Book Fair is approaching \$10,000 over its budgeted income in sponsorships and ads for the Book Fair Program.
- Mr. Wantz conveyed to the Board that the microsite link and any additional information will be sent to each of them. He hopes they are able to join in some of the Book Fair festivities.

Dr. Ball thanked Mr. Wantz for his report.

Mrs. Frager thanked everyone for their informative reports.

#### IV.B. Academic Council

Mr. Krzanowski reported:

- The Council met on Friday, March 5, 2021.
- A proposal to postpone implementation of the minimum 200-level Credits Graduation Requirement was submitted to the Council.

Mr. Krzanowski continued:

- A proposal to add a new math placement option based on high school course grades was submitted to the Council.
- The next meeting will take place on Friday, April 2, 2021, via Teams.

IV.C. Senate

Ms. Nusbaum reported:

- The Senate met on Friday, March 12, 2021.
- Dr. Ball attended to provide College updates and answer questions.
- Ms. Barb Gregory, Director of Career Development, shared the progress of the newly formed “Lynx Shoutout” Recognition Program that will be launched tomorrow at the College’s Town Hall meeting. There will be a link located on the Portal for colleagues to submit their Shout-Out to easily recognize and encourage each other for their outstanding work.
- Senate held a follow-up discussion on upcoming Senate elections.
- Senate discussed the possibility of having a future workshop on effectively managing e-files.
- The next meeting will take place on Friday, April 9, 2021.

IV.D. Student Government Organization (SGO)

Mr. Wilhelm reported:

- SGO’s Mental Health Committee published its first issue of their Mental Health Newsletter, which was shared with the Board. The responses from students and faculty have been all positive. Mr. Wilhelm thanked the committee for their work on this newsletter.
- SGO is preparing for the Student Government Board elections being held at the end of May.
- SGO will conduct a Town Hall meeting in April.
- SGO plans to hold a fun drive-through event for students in May.

Dr. Ball congratulated SGO and the Mental Health Committee for a well written Mental Health newsletter.

Mrs. Frager indicated that she thought this was a great newsletter and liked how it aligned with the results of the SGO student survey, that was reported at last month’s Board meeting.

IV.E. Commissioner

Commissioner Wantz reported:

- The vaccine process is going well in Carroll County.
- The Commissioners continue to voice their concerns with the Maryland State Department of Health on placing vaccine sites at larger venues throughout the State. They feel that these decisions should be made within each County Health Department. They will continue to voice the need to increase the number of vaccines given to Carroll County, so residents do not have to travel out of the County to be vaccinated.

Commissioner Wantz continued:

- He announced Lifebridge Health will partner with the Carroll County Health Department to distribute their supply of vaccines to Carroll County residents as quickly as possible.
- The Commissioners are concerned that once residents receive their vaccines, it will be a challenge to remind them of how important it is to continue to utilize best social distancing practices.
- The Commissioner discussed the upcoming budget process.
- The Commissioner conveyed that this year's Legislative session has been a challenge in dealing with COVID-19 restrictions, and not having the opportunity to meet face-to-face with the Legislators.
- The County Office building will begin to allow counter service without an appointment in the next several weeks.
- The Commissioner announced that Mr. Tom Devilbiss, Director of Land and Resource Management, will retire after 30 years of dedicated service to the County. He stated that Mr. Devilbiss will be deeply missed.
- Commissioner Wantz reminded the Board that the Commissioners' terms of service will be ending December 2022. They will continue their commitment to best serve the county, and prepare for a smooth transition within County Government.
- He thanked the College for all that they do for Carroll County and hopes to see them at the Commissioners' annual agency budget hearing on April 1, 2021.

IV.F. Planning Advisory Council (PAC)

Ms. Frager reported:

- Mrs. Frager conveyed that it was her pleasure to attend the March PAC meeting for Trustee Bream.
- The Planning Advisory Council met on Monday, March 1, 2021, via MS Teams.
- Dr. Melody Moore and Mr. Steve Berry, Co-chairs, presented a Curriculum Development Committee overview and update.
- The meeting's format included a case study on how the College implements new academic programs. The case study topic was about developing a Corrections Officer Academy cohort program. Attendees were divided into breakout groups and given the criteria rating sheet, used by the Curriculum Development Committee when considering a new program. At the end of the session, each group provided a report. Participants universally said they learned a great deal about the extensive criteria the College considers when deciding to implement a new program.
- The next meeting will take place on Monday, April 12, 2021 via MS Teams.

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.

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

Mr. Schuman reported:

1. Mr. Schuman provided the FY2021-2022 Operating Budget Request to update the Board on the County's recommendation to the Commissioners.
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 February reports are not the audited final statement.

A review of the financial statements for the period ending February 28, 2021, reveals normal and reasonable receipts, disbursements and encumbrances.

**Recommended Motion:** The Board acknowledge receipt of the February financial reports. 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 Policy Item requires approval of all Purchase Requisitions amounting to over \$25,000. The College received, through the College Foundation, monies to purchase a 3D Anatomy Table. The funds used from the grant are to purchase the table, software and training in its use.

This additional technology provides Carroll Community College students the ability to: offer navigation solution for visualization of a cadaver or real person for cross-section and internal anatomy study dynamically; be capable of split display for simultaneously teaching and cross reference discussion of male and female; have 3D embryo scans to visualize the stages of human development; and display common muscle actions in 3D animations with rotate, zoom.

The following departments are proposed users of the table and related technology: Physical Therapy Assistant, Nursing, National Registry Paramedic programs and departments such as Athletic Training and Science.

The list of the items needed for this purchase was provided to the Board. The estimated cost of this purchase is \$78,250.00.

**Recommended Motion:** The Board of Trustees authorize the College to award the purchase of the above listed items for the 3D Anatomy Table in an amount not to exceed \$78,250.00 to Anatomage, Inc. of Santa Clara, California using the Foundation grant, awarded to Carroll Community College.

4. The Board of Trustees Policy Item requires approval of all Purchase Requisitions amounting to over \$25,000. The College is seeking to purchase 12 Dell Precision Laptops. The laptops will be used in the new Manufacturing Simulation Lab. Students will use the equipment to run CNC Simulator Software, design machining projects, and access e-learning materials.

Funds from the Recovery for the Economy, Livelihoods, Industries, Entrepreneurs, and Families (RELIEF) Act, 2021, approved by the Maryland General Assembly will be used for this purchase.

This aid increases community colleges' resources to support training, improve job skills, and other assistance related to reentering the workplace after losing a job or being negatively impacted by the novel Coronavirus (COVID-19.) The estimated cost of this purchase is \$29,988.00.

**Recommended Motion:** The Board of Trustees authorize the College to award the purchase of Dell Precision laptops in an amount not to exceed \$29,988 to Dell Advanced Systems Group, Round Rock, Texas, Maryland Education Enterprise Consortium (MEEC) Hardware Agreement 2017-2026 Contract #UMD-972016.

Mr. Schuman continued:

5. The Board of Trustees Policy Item requires approval of all Purchase Requisitions amounting to over \$25,000. Continuing Education and Training requests to purchase a FANUC Fenceless Robotic Work Cell for its Manufacturing Simulation Lab. FANUC's CERT program trains students how to use the latest robotic automation while applying science, technology, engineering, and math. These programs significantly enhance student learning and provide training for real-world applications with real-world industrial robots. Students receive an industry recognized certification upon course completion.

The College has selected Amtek Company, Inc. as the vendor using the Howard County Public Schools' Contract #039.20.B5 – Technology Education & Supplies.

Funds from the Recovery for the Economy, Livelihoods, Industries, Entrepreneurs, and Families (RELIEF) Act, 2021, approved by the Maryland General Assembly will be used for this purchase.

This aid increases community colleges' resources to support training, improve job skills, and other assistance related to reentering the workplace after losing a job or being negatively impacted by the novel Coronavirus (COVID-19).

**Recommended Motion:** The Board of Trustees authorizes the College to purchase a Fenceless ER-4iA CERT Cart for a total of \$39,950. Monies from the RELIEF Act 2021, Recovery Now Fund will be used for this purchase.

6. The Board of Trustees Policy Item requires approval of all Purchase Requisitions amounting to over \$25,000. Continuing Education and Training requests to purchase the following CNC equipment and software for its Manufacturing Simulation Lab.

This equipment will enable students to learn CNC machining, both milling and lathe operations, with equipment especially designed to give students hands-on experience in a traditional classroom setting. Simulation software will allow students to practice programming on a FANUC controller and run simulated practice machining jobs.

The College has selected Amtek Company, Inc. as the vendor using the Howard County Public Schools' Contract #039.20.B5 – Technology Education & Supplies.

Funds from the Recovery for the Economy, Livelihoods, Industries, Entrepreneurs, and Families (RELIEF) Act, 2021, approved by the Maryland General Assembly will be used for this purchase.

This aid increases community colleges' resources to support training, improve job skills, and other assistance related to reentering the workplace after losing a job or being negatively impacted by the novel Coronavirus (COVID-19).

**Recommended Motion:** The Board of Trustees authorize the College to purchase the LMV-F400 Milling Certification Cart, the LTC-F30 Turning Certification Cart, and the CNC Guide Simulation Software for a total of \$103,225. Monies from the RELIEF Act 2021, Recovery Now Fund will be used for this purchase.

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

7. Consent Approval for All Action Items
  - a. Motion to approve College recommendations for item A.2. – A.6. as proposed.

Mrs. Frager requested a motion for items A.2. – A.6. as proposed.

**Motion:** Mr. O’Callaghan moved that the Board of Trustees approve the College’s recommendation for items A.2. – A.6. as proposed. Mrs. Nevius-Maurer seconded.

**Motion status:** Motion carried unanimously.

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

Dr. Mince reported:

1. Four new temporary staff appointments were presented to the Board for information.

**VI. Old Business/New Business**

No old or new business reported.

**VII. Dates of Upcoming Meetings and Events**

Mrs. Frager reviewed upcoming meeting and activity dates.

Mrs. Frager asked for a motion to end the official March 17, 2021, Board of Trustees’ meeting and meet in a closed Executive Session to discuss an issue of general administrative and legal consideration. Mr. Bollinger moved to end the official March 17, 2021, Board of Trustees’ meeting and meet in a closed Executive Session. Mrs. Foster seconded.

**Motion status:** Motion carried unanimously.

**VIII. Adjournment**

Mrs. Frager adjourned the meeting at 5:50 P.M.