

**CARROLL COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
MINUTES**

**June 16, 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  
Dr. James D. Ball, Secretary/Treasurer

**BOARD MEMBERS ABSENT**

Sherri-Le Bream – Excused  
Dave O’Callaghan - Excused

**COMMISSIONER LIAISON**

Absent - Excused

**STUDENT GOVERNMENT**

No Report

**STAFF PRESENT**

Marianne Anderson  
Rob Brown  
Dr. Natalie Crespo  
Dr. Kristie Crumley  
Clyde Johnson  
Dr. Michelle Kloss  
Robert Krzanowski  
Dr. Rose Mince  
Marsha Nusbaum  
Alan Schuman  
Libby Trostle  
Steve Wantz

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

Mrs. Frager called the meeting to order at 4:40 P.M. and led the opening exercises.

Hearing no corrections or additions to the Agenda of June 16, 2021, Mrs. Nevius Maurer moved for approval of the meeting Agenda, Mrs. Foster seconded. The June Agenda was unanimously approved.

Mr. Hoover moved that the minutes of May 19, 2021, be approved. Mrs. Foster seconded. The May minutes were unanimously approved.

**IV.A. President’s Report**

Dr. Ball reported:

1. Dr. Ball invited Dr. Mince, Provost, to present the 2021-2025 Performance Accountability Report (PAR) Indicators and Benchmarks Report for Board Approval. This report was presented at the May Board of Trustees’ meeting for Board review.

Dr. Mince reported that every five years, we begin a new cycle in our Performance Accountability Report. Indicators are revised at this time, and we have the opportunity to set and/or revise benchmarks. The PAR is approved by the Board each year at the September meeting, as is required by MHEC, and due annually on October 1.

**Recommended Motion:** Mrs. Frager moved that the Board of Trustees approve the College's Performance Accountability Report for 2021 for submission to the Maryland Higher Education Commission. Mrs. Nevius-Maurer seconded.

**Motion status:** Motion carried unanimously.

Dr. Mince thanked Dr. Natalie Crespo, Director of Institutional Research, for compiling this detailed report.

2. Dr. Ball reminded the Board that Mr. Clyde Johnson, Executive Director, Diversity, Equity, and Inclusion, presented the Diversity, Equity, and Philosophy Statement to the Board for their review at the May Board meeting. Mr. Johnson will also provide the annual Diversity, Equity, and Inclusion Action/Improvement Plan for FY2021-22 for Board approval. Dr. Ball invited Mr. Johnson to present his reports.

**Mr. Johnson reported:**

- Mr. Johnson indicated that there are two action items presented with the recommendation to the Board for approval. Both of these reports are part of the Diversity Plan required by the Maryland Higher Education Commission (MHEC). Based on the requirement, the Board must approve the plan before July 1, for the upcoming academic year. The statute requires that each institution submit its Plan by September 1, of each year to MHEC, summarizing institutional progress toward the implementation of its plan for cultural diversity.
  - a. Mr. Johnson reviewed the College's Diversity, Equity, and Inclusion Definitions and Commitment Statements that were presented at the May Board meeting.
  - b. He also shared some of the major highlights of the Annual Diversity, Equity, and Inclusion Action/Improvement Plan Report for FY2021-22 that was included in their Board materials.

Dr. Ball asked Mrs. Frager to present the recommended motions for these reports.

**Recommended Motion:** Mrs. Frager moved that the Board of Trustees approve the Diversity, Equity, and Inclusion Definitions and Commitment statements including any recommended changes. Mr. Bollinger seconded.

**Motion status:** Motion carried unanimously.

**Motion:** Mrs. Frager moved that the Board of Trustees approve the Diversity, Equity, and Inclusion Annual Plan for FY2021-2022. Mrs. Foster seconded.

**Motion status:** Motion carried unanimously.

Mrs. Frager thanked Mr. Johnson for these reports and also for his leadership in moving the College forward with these new initiatives.

3. Dr. Ball updated the Board on the Drive-Through Commencement celebration that took place on Friday, June 4, 2021. He conveyed that Dr. Mince announced the graduates, and he and Trustee Frager personally handed out diplomas to graduates as they made their way through the specified route. Dr. Ball expressed his appreciation to faculty and staff who were along the route enthusiastically cheering them on. The event was Live streamed for all to view. Dr. Ball was very proud of our students and thought this was a great alternative way to celebrate our graduates.

Trustee Frager stated that she enjoyed the opportunity to talk to each student and hear their stories. This is something you do not get at a traditional graduation ceremony. She also liked the many steps of congratulations that were prepared along the way, cheering them on as they made their way to the end of the route.

4. 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 conveyed that he attended the Commencement Drive-Through and thought it was a great way to celebrate our students. He indicated that a few parents called to tell him that this was an amazing event and appreciated the College's commitment to the students and to their children.
- He reminded the Board of the upcoming joint meeting with the Foundation Board on July 15, 2021, at the Links at Challedon in Mount Airy. An e-vite was sent out to all Board members last week and asked them to RSVP as soon as possible. The event will begin at 4:30 P.M. with hors d'oeuvres and dinner at 5:00 P.M. He looks forward to a wonderful evening of camaraderie between the two Boards.
- Mr. Wantz informed the Board that the annual Starry Night Event will take place on Friday, December 3, 2021, at 5:30 P.M. He was happy to announce that this event will take place in person at the College. Details are being finalized on the catering and entertainment. He will update the Board on the progress at the August Board meeting.

IV.B. Academic Council

Mr. Krzanowski:

- The Academic Council met on Friday, June 4, 2021.
- Mr. Krzanowski stated that this was the last Academic Council Meeting for the 2020/2021 academic year. He reviewed the five proposals submitted and approved by the Academic Council with the Board.

The 2020/2021 Academic Council meeting adjourned, and reconvened to orient new Council members and to conduct the 2021/2022 Election of Officers.

- Election of Officers for the 2021/2022 academic year were held for Academic Council. Mr. Krzanowski announced the results of the election:
  - President – Robert Krzanowski, Librarian, Technical Services
  - Vice President – Dr. Michael O'Neal, Associate Professor Sciences
  - Representative to the Senate – Jonathan Boyle, Assistant Professor, Business and Accounting

The next meeting will be held on Friday, September 3, 2021.

Mr. Krzanowski thanked the Board for their support and looks forward to attending in-person meetings beginning in August.

Mr. Bollinger congratulated Robert on his promotion from Technical Services Librarian/Assistant Professor to Assistant Library Director/Associate Professor.

The Board applauded Mr. Krzanowski for this well-deserved promotion.

#### IV.C. Senate

Ms. Nusbaum reported:

- The Senate met on Friday, June 11, 2021.
- Dr. Ball attended to discuss the new Teleworking Policy and answered any questions.
- Guest speaker was Mr. Topher Overdorff, Coordinator of Student Engagement and Leadership.
- Ms. Jacquie Brager, Director of Risk Management, presented revisions to the student recording of Classroom Lecture Policy.
- Ms. Amanda DeRose, Assistant Director of Student Life, presented revisions of the Student Life Policy for the Fall.
- An inquiry on obtaining ID Swipe Access to locked rooms/offices was discussed. Due to financial reasons, the College will remain with the current key pad locks.
- The Senate voted on the revised Code of Integrity for Academic and Behavioral Standards.

The 2020/2021 Senate meeting was adjourned, and the 2021/2022 meeting reconvened to conduct the 2021/2022 Election of Officers.

- Election of Officers for the Senate was held for the 2021/2022 academic year. Ms. Nusbaum announced the results of the election:
  - President – Ms. Marsha Nusbaum
  - Vice President – Ms. Bernie Spencer, Executive Associate 1 – CET

The next meeting will be held on Friday, September 10, 2021.

Ms. Nusbaum stated that she looks forward to seeing everyone in person.

Mrs. Frager congratulated Ms. Nusbaum and Mr. Krzanowski for their reappointments and looks forward to seeing them at the August Board meeting.

#### IV.D. Student Government Organization (SGO)

No report was given.

#### IV.E. Commissioner

Commissioner Wantz was unable to attend this meeting. No report was given.

#### IV.F. Planning Advisory Council (PAC)

Dr. Mince reported:

- The last meeting of the Planning Advisory Council was held on Monday, June 7, 2021, via MS Teams. This was the last meeting for the Academic year, and an opportunity was given to reflect on all the accomplishments of this past year related to the Strategic Plan.
- The Council presented an overview of the Annual Strategic Priorities for FY2021.

Dr. Mince continued:

- Mr. Schuman, Executive Vice President of Administration, gave an update on the FY22 Budget.
- Dr. Ball provided a review of this past year and spoke on planning for FY2022.
- PAC members were reminded to complete the annual members' survey.

Mrs. Frager thanked Dr. Mince for her report.

Mrs. Frager reminded the Board, as discussed at the April 2020 meeting, the Finance Committee would be reported by Mr. Alan Schuman and the Personnel Committee Report would be reported by Dr. Rose Mince. 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. 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 May reports are not the audited final statement.

A review of the financial statements for the period ending May 31, 2021, reveals normal and reasonable receipts, disbursements and encumbrances.

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

2. The Board of Trustees must approve the College's Operating Budget. The Board of County Commissioners of Carroll County has completed their budget review and has authorized the Fiscal Year 2021-2022 Operating Budget on behalf of the College.

**Recommended Motion:** Approve the Fiscal Year 2021-2022 Operating Budget for Carroll Community College.

3. The Board of Trustees must approve the College's Table of Organization pursuant to the Board of Trustees' Policy. The Table of Organization for the College reflects all approved positions and their operational structure.

**Recommended Motion:** That the proposed FY2022 Table of Organization Chart be adopted.

4. The Board must approve the College's Capital Budget. The Board of County Commissioners of Carroll County has completed their budget review and has authorized the Fiscal Year 2021-2022 Capital Budget on behalf of the College.

The County Commissioners have approved the Systemic Renovations project in Fiscal Year 2023, which provides additional funding for systemic improvements and renovations to the Honeywell Control Systems, Fire Alarm upgrades and upgrades to heating, ventilation, and air conditioning systems.

The County has also approved funds to match the College Foundation's efforts to raise private funds over a three-year period to support technology requirements. The County funds will serve as a dollar for dollar challenge matching grant, that would match funds raised by the College Foundation to support needs for technology replacement and enhancement.

Mr. Schuman continued:

Fiscal Year 2022 will be the last year in support of the *Investing in a Brilliant Future Campaign*. The new matching grant has the County committing \$350,000 of additional funds in FY22, FY23 and FY24.

The College's request for funds for a Sports Complex in Fiscal Year 2026 were not approved.

**Recommended Motion:** Approve the Fiscal Year 2021-2022 Capital Budget for Carroll Community College.

5. Board of Trustees' Policy requires approval of all Purchase Requisitions amounting to over \$25,000. Information Technology is proposing to upgrade the existing Storage Area Network (SANs) which are end-of-life/support per manufacturer standards. The SAN is a centrally managed storage device that is utilized by the entire College for most of its server operating systems as well as file and database storage (Colleague, applications, databases, files, etc.). A new SAN is needed to preserve enterprise level support, accommodate storage needs, and maintain replicas of the data at the Disaster Recovery (DR) site. These are critical components of the College's infrastructure. To prevent an extended period of downtime in the event of a failure, the College must carry maintenance on all mission critical infrastructures.

These projects are included in the College's Technology Master Plan. TAG endorsed this recommendation. Technology funds have been allocated for this request. These items will be purchased off the existing Maryland Education Enterprise Consortium (MEEC) Hardware Agreement. The estimated cost of this request is estimated at \$238,448.

**Recommended Motion:** The Board of Trustees authorize the College to award the purchase of Dell EMC PowerStore, PowerProtect Data Domains, and Cyber Recovery in an amount not to exceed \$239,000 to Dell Advanced Systems Group, Round Rock, Texas, Maryland Education Enterprise Consortium (MEEC) Hardware Agreement 2017-2026 Contract #UMD-972016.

6. The Board of Trustees Policy requires approval of all Purchase Requisitions amounting to over \$25,000. The College has worked with the County to identify major deferred maintenance projects eligible for the State's FY2021 Community College Facilities Renewal Grant (CCFRG) Program.

The 2018 Maryland General Assembly, by way of Senate Bill 595/House Bill 403, established the Community College Facilities Renewal Grant (CCFRG) program within the Maryland Higher Education Commission (MHEC) to provide grants for improvements, repairs, and deferred maintenance projects at community colleges.

The following three of five CCFRG projects will be coordinated and managed by the Carroll County Government's Bureau of Facilities:

- Data Center HVAC Upgrade in A Building
- Main Breaker Upgrade for A, C, M, and P Buildings
- Main Line Plumbing Upgrades for L and N Buildings

For the final specifications and contracting of each project, the Bureau of Facilities will follow Carroll County Government procurement procedures using contractors currently on term contract or part of purchasing cooperatives subject to competitive bid. All projects are expected to begin in FY22 and be complete before the end of FY23.

The College will pay all invoices for the projects and submit for reimbursement from the State of Maryland's Community College Facilities Renewal Grant 2021, approved by the Maryland General Assembly.

Mr. Schuman continued:

**Recommended Motion:** The Board of Trustees authorizes the College to pay all invoices as submitted by the County, and associated with the above three projects, in a combined total not to exceed \$415,000.

7. Carroll Community College formally requests the County Commissioners of Carroll County to approve the plans to complete the construction and equipping of the Systemic Renovations project, and to petition with the Maryland Higher Education Commission for a State grant in the amount of \$1,752,000, and to make available the necessary local funds for completion of the project.

- Project total is \$3,362,000
- State share is \$1,752,000 (52.1%)
- County share is \$1,610,000 (47.9%)

The General Assembly of Maryland has enacted various community college construction loan acts that provide State funds to assist the counties in financing the cost for design, construction, and equipping of community college buildings and facilities.

Carroll County enacted a Systemic Renovation project which included replacement of inefficient, aged equipment serving the heating and cooling systems for the campus, replacing the aged fire alarm system while maintaining fire alarm service and protection to all buildings, and certain building envelope repairs to the “A” building to include weather proofing of exterior and installation of a new roof.

This Resolution requests the Board of County Commissioners to approve the proposed plans for construction and equipping the heating and cooling system upgrade included in the Systemic Renovations project and to file a Petition with the Maryland Higher Education Commission for a State grant in the amount of \$1,752,000.

**Recommended Motion:** The Board of Trustees sign the Resolution for submission to Carroll County Government and the Maryland Higher Education Commission in order that the Systemic Renovations project can move forward for County and State funding participation.

8. Board Policy requires the Board of Trustees to approve the acceptance of all grants. Carroll Community College began administering the Carroll County Community Mediation Center on October 1, 2008, with grant funding from the Maryland Mediation and Conflict Resolution Office (MACRO). MACRO’s grant funds are state generated funds approved by the legislature as part of the Judiciary’s budget to support community mediation.

Because of the many community education facets of the program, and the potential to incorporate mediation and conflict resolution issues into the credit and non-credit course curricula, student leadership, and business training services, the College will continue to administer the Carroll County Community Mediation Center (CCCMC) grant in FY2022. This is the thirteenth year the College has received this grant. The estimated cost of this grant is \$120,000.

**Recommended Motion:** The Board of Trustees accept the grant from Maryland Mediation and Conflict Resolution Office in the amount of \$85,000 for FY2022.

9. Board Policy requires the Board of Trustees to approve the acceptance of all grants. The CCCMC provides conflict resolution education and services to Carroll County residents and the College community. Carroll Community College is the program grant recipient and administrator of the CCCMC program.

Mr. Schuman continued:

With the support of this grant, the CCCMC will be able to increase the Center's capacity to provide case management, volunteer coordination, and mediation services to low income families ordered by the Circuit Court to mediate issues around child custody and visitation. This is the tenth year of this grant. The estimate total of this grant is \$120,000.

**Recommended Motion:** The Board of Trustees accept the grant from Administrative Office of the Courts, Juvenile and Family Services in the amount of \$35,000 for FY2022.

10. The Board of Trustees must approve all new or revised policies. The College has completed a review of its reimbursement policy for undergraduate and graduate study reimbursement. The current policy and reimbursement amounts have not been changed since 2005. The College is recommending that reimbursement rates be established based on the current University of Maryland credit tuition rates, also used by many other community colleges as a basis in the State of Maryland.

Undergraduate Rates would be established as a maximum of \$2,200 per fiscal year, up from \$900.

Graduate Rates would be established as a maximum of \$4,386 per fiscal year, up from \$1,800.

The new rates would go into effect for any course work started after July 1, 2021.

This item was provided to the Board for notice at the May 19, 2021 Board Meeting.

**Recommended Motion:** The Board of Trustees approve the revised Tuition Reimbursement Policy and record in the College's Employee Handbook.

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

11. Consent Approval for All Action Items
  - a. Motion to approve College recommendations for item A.1. – A.10. as proposed.

Mrs. Frager requested a motion for items A.1. – A.10. as proposed by Mr. Schuman.

**Motion:** Mr. Hoover moved that the Board of Trustees approve the College's recommendation for items A.1. – A.10. as proposed. Mrs. Nevius-Maurer seconded.

**Motion status:** Motion carried unanimously.

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

Dr. Mince reported:

1. The College proposes the Fiscal Year 2021-2022 salaries be increased equal to 4% of the midpoint of their applicable grade applied to the proposed salary scale modification. In addition, the College proposes that temporary-hourly and benefit-eligible employees, hired or current as of June 30, 2021, receive a salary increase equal to 4% of the midpoint of their applicable grade. The attached proposal reflects a 5% adjustment to grades 1-8 (Support Staff & Hourly) Scales and a 3.02% adjustment to grades 9-17 (Professional Staff) and Faculty Scales.

**Recommended Motion:** The Board of Trustees approve the attached new regular Salary Scales, effective July 1, 2021.

Dr. Mince continued:

2. The Board must approve modifications to the College's Salary Scales. The attached proposal reflects a 4% adjustment to the Credit Adjunct Faculty Scale.

**Recommended Motion:** That the Board approve the attached new Credit Adjunct Faculty Scale, effective August 30, 2021.

3. The Board of Trustees must approve modifications to the Salary Scales. The attached proposal reflects a 4% adjustment to levels 1 through 5 of the Non-Credit Adjunct Faculty Scale.

**Recommended Motion:** That the Board approve the attached new Non-Credit Adjunct Faculty Scales, effective August 30, 2021.

4. The current minimum wage for hourly and student employees is \$12.00 per hour. In compliance with the State mandated minimum wage that is incrementally increasing each year and will increase to \$13.25 per hour by 1/1/2023, and in order to remain competitive with other community colleges and area employers such as fast food chains and retail stores, we are proposing a rate increase to \$13.50 per hour, effective July 1, 2021. This is a 12.5% increase.

**Recommended Motion:** The Board approve a 12.5% increase to the minimum wage for hourly and student employees to \$13.50 per hour.

5. The Board must approve modifications to the College's Salary Scales.

**Recommended Motion:** The Board approve the attached new Tutor Scales, effective July 1, 2021.

6. The Board must approve modifications to the College's Salary Scales. The attached proposal reflects a 3.02% increase to Director/Master Teacher, 5% increase to Teacher and CCC minimum wage for Aides.

**Recommended Motion:** The Board approve the attached Pay Scale for the Child Development Center, effective July 1, 2021.

7. The Board must approve all pay increases. The attached proposal reflects the new minimum wage and a minimum of a 5% adjustment to grades 1-8 (Support Staff & Hourly) Scales and a 3.02% adjustment to grades 9-17 (Professional Staff) and Faculty Scales. The College proposes that temporary-hourly and benefit-eligible employees, hired or current as of June 30, 2021, receive a salary increase equal to 4% of the midpoint of their applicable grade.

Salary data reflects approved reclassifications, promotions, and equity increases.

Details provided to the Board of Trustees only.

Mrs. Foster congratulated all employees that received promotions.

**Recommended Motion:** That the proposed salary increases be approved effective, July 1, 2021.

8. The College proposes two new professional appointments for Angelica Carter, Director of Corporate Solutions, effective June 28, 2021, and Jeffrey Johnson, Senior Manager, Enterprise Service Desk, effective May 31, 2021.

**Recommended Motion:** The Board of Trustees approve the appointments of Angelica Carter and Jeffrey Johnson.

Dr. Mince continued:

9. The Board must approve the professional changes of status for Maria Burness, Associate Professor Math and Engineering to Associate Professor Business and Technology-Drone Program, and Dr. Ahmad Raza Khan, Associate Professor/Chair Sciences- 10 months to Associate Professor Chair Sciences –12 months.

**Recommended Motion:** That the Board approve status changes for Maria Burness and Dr. Ahmad Raza Khan.

10. In accordance with Board of Trustees Policy Manual, all new academic programs, after the Faculty, Chief Academic Officer, and the President have approved them, shall be approved by the Board of Trustees. In addition, the Board is to be informed of all curricular changes. The 2020-2021 Curriculum Report provides information to the Board regarding all Academic Council deliberation regarding new courses, changes in curriculum, prerequisites, or other academic procedural changes, including new academic programs, in this comprehensive report.

**Recommended Motion:** It is recommended that the Board of Trustees approve the 2020-2021 Curriculum Report.

11. Four new support staff appointments include Nicholas Betcher, Campus Police Sergeant; Jennell Skylar, Environmental Services Specialist; Vicki Novak, Payroll Specialist; and Jennifer Werner, Accounting Specialist. The effective start date for these new support staff employees was June 14, 2021.
12. Several new temporary appointments were presented to the Board for information.
13. Temporary appointments are effective on a fiscal year basis. Therefore, current temporary employees must be renewed to continue employment into fiscal year 2021-2022.
14. The College presents one new support staff change of status for Tracy Petry from Administrative Associate-Environmental Services, Maintenance and Information Center, to Administrative Associate-Environmental Safety and Health.
15. The College informed the Board of one employee separation for Mildred Bahnsen, Coordinator, Nursing and Healthcare Training, effective June 25, 2021.
16. Consent Approval for All Action Items
  - a. Motion to approve College recommendations for item B.1. – B.10. as proposed.

Mrs. Frager requested a motion for item B.1. – B.10. as proposed.

**Motion:** Mrs. Frager moved that the Board of Trustees approve the College’s recommendation for item B.1. – B.10. as proposed by Dr. Mince. Mrs. Foster seconded.

**Motion status:** Motion carried unanimously.

Mrs. Frager noted that the exhibits presented in the Personnel Report were all positive for College employees.

Mr. Bollinger stated that on behalf of the Board, he hopes the salary adjustments are well received by the College Community.

#### VI. Old Business/New Business

Mrs. Frager asked Mr. Bollinger to give the report of the Board of Trustees’ Nominating Committee for 2021/2022 Slate of Officers.

Mr. Bollinger reported:

- A. In accordance with the Board of Trustees Policy Manual, Article IV., the Chair and Vice-Chair shall be elected annually by the Board at its last public meeting for the fiscal year and may be reelected not to exceed two consecutive terms.

At the May 19, 2021 Board of Trustees Meeting, the nominating Committee nominated the following Board members for Officers for consideration at the June 16, 2021, Board Meeting.

Chairperson	Kelly M. Frager
Vice Chairperson	Mary Kay Nevius-Maurer

**Recommended Motion:** Mrs. Foster moved that the Board of Trustees approve the election of Kelly M. Frager as Chairperson, and Mary Kay Nevius-Maurer as Vice-Chairperson, for the 2021-2022 Board calendar year. Mr. Bollinger seconded.

**Motion status:** Motion carried unanimously with one abstention. Mrs. Frager abstained.

Mrs. Frager thanked her fellow Trustees for entrusting her with this honor and looks forward to seeing everyone in-person at the August 18<sup>th</sup> Board meeting.

Mrs. Nevius-Maurer also thanked the Board for this honor.

Mrs. Frager shared a very gracious thank you note to the Board from Ms. Sue Sivert for granting her the College's Emeritus Award at the May Board of Trustees' meeting.

Mr. Bollinger conveyed that he liked the student recruitment advertisement he heard on WPOC radio. He hopes the College receives a great response.

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

Mrs. Frager reviewed upcoming meeting and activity dates.

Mrs. Frager asked the Board for their view on changing the start time of the Board meetings moving forward. She proposed beginning the meetings at 5:00 P.M., that would begin with dinner and then move into the meeting directly afterwards. She also proposed that the Finance and Personnel Committee meetings be held the day before via Teams, at a time convenient for all.

All Board members agreed on these proposals.

Mrs. Frager proposed that the Board move forward with the 5:00 P.M. start time for August and September and then revisit the time change in October.

Mrs. Frager wished everyone a wonderful and restful summer, and thanked everyone for their leadership this past year, and their flexibility to adjust through this Pandemic.

Dr. Ball noted that Trustee O'Callaghan was voted to serve as Treasurer on the Maryland Association of Community Colleges (MACC) Executive Committee Board.

The Board applauded Mr. O'Callaghan.

Mrs. Frager asked for a motion to end the June 16, 2021, Board of Trustees' meeting. Mrs. Nevius-Maurer moved to end the June 16, 2021, Board of Trustees' meeting. Mrs. Foster seconded.

**Motion status:** Motion carried unanimously.

**VIII. Adjournment**

Mrs. Frager adjourned the meeting at 5:43 P.M.