

**CARROLL COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES**

**June 15, 2022
Approved**

BOARD MEMBERS PRESENT

Sherri-Le Bream
Kelly Frager, Chair – (via conference phone)
Greg Kahlert
Mary Kay Nevius-Maurer, Vice Chair
Dave O’Callaghan
Dr. James D. Ball, Secretary/Treasurer

BOARD MEMBERS ABSENT (EXCUSED)

Dave Bollinger
The Honorable Diane Foster

COMMISSIONER LIAISON

The Honorable Stephen Wantz

STUDENT GOVERNMENT

No Report

STAFF PRESENT

Marianne Anderson
Rob Brown
Dr. Kristie Crumley
Clyde Johnson
Dr. Kelly Koermer
Robert Krzanowski
Marsha Nusbaum
Alan Schuman
Laurie Shields
Steve Wantz

Board of Trustee Chair, Kelly Frager attended the meeting via conference phone.

Board of Trustee Vice Chair, Mary Kay Nevius-Maurer called the meeting to order at 5:43 P.M. and led the opening exercises.

Hearing no corrections or additions to the Agenda of June 15, 2022, Trustee O’Callaghan moved for approval of the meeting Agenda; Trustee Bream seconded. The June Agenda was unanimously approved.

Trustee Frager moved that the minutes of May 18, 2022, be approved; Trustee Bream seconded. The May minutes were unanimously approved.

IV.A. President’s Report

Dr. James Ball, President, reported:

1. Dr. Ball presented the FY2023 President’s Strategic Initiatives associated with each of the five Compass 2025 priorities: Student Success, Career and Economic Development, Diversity and Global Citizenship, Institutional Excellence, and Resource Management. Dr. Ball stated that for each priority, the related institutional initiatives will direct the work of staff as we work to complete the plan. Staff will develop related task statements with intended outcomes to accomplish each initiative.
2. Dr. Ball invited Mr. Clyde Johnson, Executive Director, Diversity, Equity, and Inclusion, to provide his monthly report to the Board.

Mr. Johnson stated that The Carroll Community College Board of Trustees must review and approve the College’s Annual Diversity, Equity, and Inclusion Action/Improvement Plan Report. In accordance with §11-406 of the Education Article, the governing body of each Maryland public college and university is required to develop and implement a plan for a program of cultural diversity. These plans must be submitted to each institution’s board by July 1, 2022.

Mr. Johnson continued:

Thus, since the Carroll Community College's Board of Trustees does not meet in July, the attached Annual Diversity, Equity, and Inclusion Action/Improvement Plan for FY2022-2023 is submitted for The Board of Trustees review and approval in June for submission in September along with the Annual Diversity Report.

Recommended Action: Trustee Bream moved that the Board of Trustees approves the Diversity, Equity, and Inclusion Annual Plan for FY2022-2023. Trustee Kahlert seconded.

Motion status: Motion carried unanimously.

3. Dr. Ball thanked the Board and Commissioner Wantz for their participation in the Nursing Pinning and Commencement Ceremonies that took place on Wednesday, May 25, 2022. He stated that this was a great day for the College, and it was fulfilling to be back in person to see our students smiling faces walk across the stage to receive their diplomas. He recognized keynote speaker, Delegate Susan Krebs and student speaker, Morgan Barton for their inspirational messages to the students.

Dr. Ball shared with the Board that he will ask Marcia McMullen, the College's Distinguished Alumna Award and College medal recipient to attend a future Board meeting, so that she can be recognized formally by the Board for her many accomplishments.

4. Dr. Ball announced that he and Dr. Koermer, Vice President of Continuing Education, and Janet Ladd, Sr. Director, Corporate Services and Workforce Development, attended the Greater Baltimore Committee meeting on May 25, 2022, at the Renaissance Hotel in Baltimore. The College was awarded the Regional Visionary Award along with Anne Arundel, Baltimore City, Baltimore County, Harford and Howard County Community Colleges for Workforce Development Innovation for the Baltimore Region.
5. Dr. Ball asked Dr. Koermer to speak on the Maryland State Department of Education (MSDE) Maryland Lead Approved Partner initiative.

Dr. Koermer stated that Carroll Community College has been designated as an MSDE Maryland Lead Approved Partner, which means that that we are considered best-in-class in the high-leverage strategy areas of staff growth, support and retention necessary to support local school systems in overcoming the learning loss resulting from the COVID-19 pandemic, accelerating student learning to narrow opportunity and achievement gaps, and providing more targeted support for historically underserved students and their communities. The College will be able to provide CCPS and other school systems with contract training to develop their staff and that it will be paid for by the \$133 million in Elementary and Secondary School Emergency Relief (ESSER) funds.

Dr. Ball announced that the College held a *Bee Spelltacular* (spelling bee) on June 14, 2022, in the Scott Center Theater. He shared an email he received from one of our staff members who participated on one of the teams. The email expressed her thanks to Trustee Nevius-Maurer, who was the official word pronouncer and Trustee O'Callaghan for their support and attendance at this fun event.

6. 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 shared that the Book Fair was held on Saturday, May 21, 2022, in a smaller format. There were over 600 children who participated in the free book give away. There was also a hygiene drive to collect products for the College's Food Locker. Ninety-three pounds of goods were collected for this great cause. The total net revenue for the Book Fair was \$41,134. This amount exceeded last year's total.

Mr. Wantz thanked those who attended the virtual/hybrid Planned Giving Advisory Council Retirement Seminar on Tuesday, May 24, 2022, in the Bollinger Family Conference Center. He noted that there was a total of 60 participants for this informational event.

Mr. Wantz was pleased to announce that as of today, 74% of our staff have committed to the employee Annual Giving Campaign. Total contribution thus far totals \$54,000. He commented that this is an indication of the high level of support our faculty and staff have for our students

Student Scholarships totaling \$209,000 will be available through the Foundation beginning Friday, June 17, 2022, for the Fall semester.

The Foundation Finance Committee will begin interviews for the Review for Proposals (RFP) candidates for Investment Management Services on Thursday, June 16, 2022. He will keep the Board informed of the outcome of these interviews.

IV.B. Academic Council

Robert Krzanowski, Academic Council President reported:

Academic Council met on Friday, June 3, 2022.

Mr. Krzanowski reviewed the fifteen proposals submitted and approved by the Academic Council with the Board.

The 2021/2022 Academic Council meeting adjourned and reconvened to orient new Council members and to conduct the 2022/2023 Election of Officers.

Election of Officers for the 2022/2023 academic year were held for Academic Council. Mr. Krzanowski announced the results of the election:

- President – Jonathan Boyle, Assistant Professor, Business and Accounting
- Vice President – Jennifer Dunn, Professor, Transitional Studies Academic Services
- Representative to the Senate – Jo Lynn Minnema, Associate Professor Nursing

The next meeting will be held on Friday, September 2, 2022.

Mr. Krzanowski conveyed that this would be his last Board meeting reporting for Academic Council. He thanked the Board for hosting him these past two years. He also thanked the Board for their support and their dedication to the College.

The Board applauded Mr. Krzanowski for his steadfast work as President on Academic Council.

IV.C. Senate

Mrs. Marsha Nusbaum, Senate President reported:

The Senate met virtually on Friday, June 9, 2022.

Mr. Schuman, Executive Vice President of Administration, reviewed the notice item of a modification to the Board of Trustees Distribution of Literature-Fundraising-Public Assembly – Solicitation Policy, that was presented to the Board this evening.

The 2021/2022 Senate meeting was adjourned, and the 2022/2023 meeting reconvened to conduct the Election of Officers.

Mrs. Nusbaum announced the results of the election for the 2022/2023 academic year:

- President – Emily Salyards, Coordinator of Student Recruitment and Retention Initiatives
- Vice President – Joan Greer, Assistant Director, Courses and Scheduling, Records, Registration and Testing.

The next meeting will be held on Friday, September 9, 2022.

Mrs. Nusbaum conveyed that this would be her last meeting reporting for the Senate. She thanked the Board for their support this past two years and was glad she had the opportunity to witness the Boards' care, concern and support for the students, faculty and staff.

The Board applauded Mrs. Nusbaum for her service to the Senate.

IV.D. Student Government Organization (SGO)

No report

IV.E. Commissioner

The Honorable Stephen Wantz, Commissioner Liaison to the Board of Trustees, reported:

The approved 2022-2023 County budget will go into effect on July 1, 2022.

As previously discussed, the County has contracted the services of the Segal Group to conduct a comprehensive assessment of the County government's organization, operations, and compensation, as well as to recommend opportunities for a path forward while taking into consideration workforce trends. Commissioner Wantz shared the implementation of these findings will begin in July 2022.

He stated that Carroll County Government has over 70 positions available throughout County Government. He encouraged people who are interested, to visit the County Government website to view these positions. He noted that these are challenging times for county governments throughout the State in terms of employment.

He reminded the Board in recognition of their staff; the Carroll County Office Building will close at 3:00 pm on Fridays throughout the summer.

Carroll County offices will be closed on Monday June 20th in celebration of Juneteenth Day.

He announced that the Carroll County 4-H Fair will be held the first full week of August. This year marks the 125th Anniversary of the Fair and it is one of the oldest 4-H Fairs in the Country.

He informed the Board the County is getting closer to meeting its goal of 100,000 preserved agricultural acres. As of date, the Carroll County government now has just over 78,000 acres of agriculture preservation.

The Commissioner wished all the fathers a Happy Father's Day and hopes everyone has an enjoyable summer.

IV.F. Planning Advisory Council (PAC)

Trustee Bream reported:

The Planning Advisory Council met virtually on Monday, June 6, 2022.

Dr. Ball presented a draft of the new Strategic Initiatives, which was well supported by those in attendance.

Mr. Schuman presented a FY2022-2023 Operating Budget update to Academic Council.

Academic Council was encouraged to complete the online survey they received prior to the meeting.

Trustee Bream continued:

The next meeting will be held on September 12, 2022.

Dr. Ball thanked Trustee Bream for her attendance at the Academic Council Meetings each month. He conveyed that the staff likes the Trustees interaction at these meetings.

Trustee Bream complimented the faculty and staff on how well they work together and their focus on student achievement and increasing enrollment.

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

Trustee Bream reported:

1. Financial monthly reports are provided to the Board of Trustees 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, 2022, reveals normal and reasonable receipts, disbursements, and encumbrances.

Recommended Motion: Trustee Bream moved that 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. Trustee O'Callaghan seconded.

Motion status: Motion carried unanimously.

2. Approval of Operating Budget for Fiscal Year 2022-2023. 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 2022-2023 Operating Budget on behalf of the College.

Recommended Motion: Trustee Bream moved that the Board of Trustees approve the Fiscal Year 2022-2023 Operating Budget for Carroll Community College. Trustee O'Callaghan seconded.

Motion status: Motion carried unanimously.

3. Approval of Tuition and Fee Structure for FY2023. The Board must approve the Tuition and Fee Structure of the College pursuant to the Board of Trustees Policy.

There is no tuition increase being recommended for in-County rates. An increase of 1.8% is being recommended for out-of-county students and a 2.96% increase for out-of-state students in order to remain compliant with State Law, Title 16 Section 301 (7)(B1).

Recommended Motion: Trustee Bream moved that the Board of Trustees approve the revised Tuition and Fee Structure for the tuition increase, effective Summer Session 1 – 2022 for Credit Students and Fall Session 2022 for Continuing Education and Training. Trustee O'Callaghan seconded.

Motion status: Motion carried unanimously.

4. 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: Trustee Bream moved that the proposed FY2023 Table of Organization Chart be adopted. Trustee O’Callaghan seconded.

Motion status: Motion carried unanimously.

Trustee Frager expressed much appreciation for every one of the individual names listed on the Organizational Chart, and individually they add up to what we are at Carroll Community College.

Trustee O’Callaghan reported:

5. Approval of Capital Budget for Fiscal Year 2022-2023. 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 2022-2023 Capital Budget on behalf of the College.

Recommended Motion: Trustee O’Callaghan moved that the Approve the Fiscal Year 2022-2023 Capital Budget for Carroll Community College. Trustee Bream seconded.

6. Notice of Grant Award, Maryland Higher Education Commission – FY23 Community College Facilities Renewal Grant (CCFRG). Board Policy requires the Board of Trustees to approve the acceptance of all grants.

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. A list of these projects, descriptions and cost estimate were provided to the Board.

Recommended Motion: Trustee O’Callaghan moved that the Board of Trustees accept the grant from The Maryland Higher Education Commission in the amount of \$419,000. Trustee Bream seconded.

Motion status: Motion carried unanimously.

7. Notice of Grant Award, Maryland Higher Education Commission – FY23 Community College Facilities Supplemental Funding. Board Policy requires the Board of Trustees to approve the acceptance of all grants.

The Governor’s Fiscal Year 2023 Budget includes \$15 million in the dedicated purpose account, which is intended to be used for facilities renewal projects at community colleges. The intent will be to divide the funds evenly and award \$937,500 to each of the sixteen (16) community colleges to be used toward eligible projects. Eligible projects for this supplemental funding include improvements, repairs, and deferred maintenance projects identified by the colleges.

Recommended Motion: Trustee O’Callaghan moved that the Board of Trustees accept the grant from The Maryland Higher Education Commission in the amount of \$937,500. Trustee Bream seconded.

Motion status: Motion carried unanimously.

8. Notice of Grant Award to the Carroll County Community Mediation Center (CCCMC), Carroll Community College for FY2023 from:
 - 1) Maryland Mediation and Conflict Resolution Office (MACRO)
 - 2) Maryland Judiciary, Juvenile and Family Services (JFS)

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.

Trustee O’Callaghan continued:

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. This is this fourteenth year the College has received this grant.

Recommended Motion: Trustee O’Callaghan moved that the Board of Trustees accept the grant from the Maryland Mediation and Conflict Resolution Office in the amount of \$90,000 and from the Maryland Judiciary, Juvenile and Family Services in the amount of \$55,000 for FY2023. Trustee Bream seconded.

Motion status: Motion carried unanimously.

9. Approval of a modification to the Board of Trustees Distribution of Literature – Fundraising – Public Assembly – Solicitation Policy. The Board of Trustees must approve all policy changes.

The Board adopted the current policy in May of 2013 with approved revisions in 2017. A modification is proposed to clarify College procedures and rules as well as add additional information for comprehensiveness. The modified policy has been reviewed for legal sufficiency by counsel.

The changes are reflected in italics in the attached policy statement.

Recommendation: The Board of Trustees take action to approve the modification to the Distribution of Literature – Fundraising – Public Assembly – Solicitation Policy at its next Board of Trustees meeting.

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

Trustee Kahlert reported:

1. Carroll Community College Regular Salary Scales. The Board must approve modifications to the College’s salary scales. The attached proposal reflects two new staff salary scales, one for non-exempt (grades 1-15) and one for exempt (grades 101-118) as recommended by the Evergreen Compensation study. These new staff scales represent an average of 6% increase to the minimum of each grade. The proposed faculty scale represents an average 5.3% increase to the minimum of each grade.

Recommended Motion: Trustee Kahlert moved that the Board approve the attached new regular salary scales, effective July 1, 2022. Trustee Frager seconded.

Motion status: Motion carried unanimously.

2. Carroll Community College Credit Adjunct Faculty Salary Scales. The Board must approve modifications to the College’s salary scales. The attached proposal reflects a 5% adjustment to the Credit Adjunct Faculty Scale.

Recommended Motion: Trustee Kahlert moved that the Board approve the attached new Credit Adjunct Faculty Scale, effective August 30, 2022. Trustee Frager seconded.

Motion status: Motion carried unanimously.

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

Recommended Motion: Trustee Kahlert moved that the Board approve the attached new Non-Credit Adjunct Faculty Scales, effective July 1, 2022. Trustee O’Callaghan seconded.

Trustee Kahlert continued:

Motion status: Motion carried unanimously.

4. Change to Hourly and Student Employee Minimum Pay Rate. The Board must approve all changes to salary schedules.

The current minimum wage for hourly and student employees is \$13.50 per hour. In compliance with the State mandated minimum wage, which is incrementally increasing each year up to \$15 per hour by January 1, 2025, and to remain competitive with other community colleges and area employers such as fast-food chains and retail stores. The College is proposing a rate increase to \$15 per hour, effective July 1, 2022. This is a 11% increase.

Recommended Motion: Trustee Kahlert moved that the Board approve an 11% increase to the minimum wage for hourly and student employees to \$15.00 per hour. Trustee Frager seconded.

Motion status: Motion carried unanimously.

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

The attached proposal reflects a 5% adjustment to Tutor Scales

Recommended Motion: Trustee Kahlert moved that the Board approve the attached new Tutor Scales, effective July 1, 2022. Trustee Frager seconded.

Motion status: Motion carried unanimously.

6. Carroll Community College Child Development Center (Littlest Learners) Pay Scale

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

Recommended Motion: Trustee Kahlert moved that the Board approve the attached Pay Scale for Child Development Center, effective July 1, 2022. Trustee Frager seconded.

Motion status: Motion carried unanimously.

7. Division Chair and Co-Chairs Premiums. The Board must approve all pay increases. The Board approved a 5% premium increase to base salary for 10-month faculty serving as Division Chairs effective August 15, 2019.

Recommended Motion: Trustee Kahlert moved that the Board approve the attached division chair and co-chair premiums. Trustee Frager seconded.

Motion status: Motion carried unanimously.

8. 2022-2023 Salary Information. The Board must approve all pay increases. The College proposes the Fiscal Year 2022-2023 salaries be increased equal to 5% 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, 2022, receive a salary increase equal to 5% of the midpoint of their applicable grade.

Trustee Kahlert continued:

Salary data reflects market adjustments recommended by the Evergreen Compensation Study. Approved reclassifications and faculty promotions were provided to Evergreen prior to their final recommendation.

Details provided to the Board of Trustees only.

Recommended Motion: Trustee Kahlert moved that the proposed salary increases be approved effective July 1, 2022. Trustee Frager seconded.

Motion status: Motion carried unanimously.

9. The College proposed one new professional appointment to include Daniel Ledford, Coordinator, Records Integrity. Effective June 27, 2022.

Recommended Motion: Trustee Kahlert moved that the Board of Trustees approve the appointment of Daniel Ledford. Trustee Frager seconded.

10. Approval of Curriculum Report, 2021-2022. In accordance with Board of Trustees Policy Manual, all new academic programs, after the Faculty, Vice President for Academic and Student Affairs 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 2021-2022 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: Trustee Kahlert moved that the Board of Trustees approve the 2021-2022 Curriculum Report. Trustee Frager seconded.

Motion status: Motion carried unanimously.

11. New Academic Program: Technical and Professional Studies Associate of Applied Science (A.A.S.)

The Board of Trustees must review and approve new academic programs. The A.A.S. in Technical and Professional Studies is a career-oriented program that focuses on applied technical and professional skills. It is designed to support the diverse needs of today's employers and prepares students for in-demand careers in Carroll County and the region.

Recommended Motion: Trustee Kahlert moved that the Board of Trustees approve the Technical and Professional Studies Associate of Applied Science (A.A.S.). Trustee Frager seconded.

Motion status: Motion carried unanimously.

12. Numerous new temporary appointments were provided 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 2023.

VI. Old Business/New Business

Trustee Nevius-Maurer asked Trustee O'Callaghan to give the report on the Board of Trustees' Nominating Committee for the 2022/2023 Slate of Officers.

Trustee O’Callaghan 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 18, 2022, Board of Trustees Meeting, the nominating Committee nominated the following Board members for Officers for consideration for 2022-2023.

Chairperson	Mary Kay Nevius-Maurer
Vice Chairperson	Dave O’Callaghan

Recommended Motion: Trustee O’Callaghan moved that the Board of Trustees approve the election of Mary Kay Nevius-Maurer as Chairperson, and Dave O’Callaghan as Vice-Chairperson for the 2022-2023 Board calendar year. Trustee Frager seconded.

Motion status: Motion carried unanimously.

The Board applauded these well-deserved appointments.

Dr. Ball thanked Trustee Frager for her outstanding leadership this past unprecedented two years and indicated he looks forward to celebrating her in-person at the August Board meeting.

Trustee Frager stated it was her absolute pleasure to serve as Board Chair.

VII. Dates of Upcoming Meetings and Events

Trustee Nevius-Maurer reviewed upcoming meeting and activity dates.

Trustee Nevius-Maurer asked for a motion to end the official June 15, 2022, Board of Trustees’ meeting and meet in a closed Executive Session to discuss an issue of general administrative and legal consideration. Trustee Bream moved to end the official June 15, 2022, Board of Trustees’ meeting and meet in a closed Executive Session. Trustee Kahlert seconded.

Motion status: Motion carried unanimously.

VIII. Adjournment

Trustee Nevius-Maurer adjourned the meeting at 7:03 P.M.