

**CARROLL COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES**

**August 17, 2022
Approved**

BOARD MEMBERS PRESENT

Dave Bollinger
Sherri-Le Bream
Diane Foster
Kelly Frager,
Greg Kahlert
Mary Kay Nevius-Maurer, Chair
Dave O’Callaghan, Vice-Chair
Dr. James D. Ball, Secretary/Treasurer

STAFF PRESENT

Marianne Anderson
Jonathan Boyle
Rob Brown
Clyde Johnson
Dr. Michelle Kloss
Dr. Kelly Koermer
Dr. Rose Mince
Emily Salyards
Alan Schuman
Laurie Shields
Steve Wantz

COMMISSIONER LIAISON–ABSENT-EXCUSED

The Honorable Stephen Wantz

STUDENT GOVERNMENT

Dr. Kristie Crumley

Board of Trustee Chair, Mary Kay Nevius-Maurer called the meeting to order at 5:55 P.M. and led the opening exercises.

Hearing no corrections or additions to the Agenda of August 17, 2022, Trustee Foster moved for approval of the meeting Agenda; Trustee Bream seconded. The August Agenda was unanimously approved.

Trustee Frager moved that the June 15, 2022, minutes be approved; Trustee Bollinger seconded. The June minutes were unanimously approved.

IV.A. President’s Report

Dr. James Ball, President, reported:

1. Dr. Ball invited Clyde Johnson, Executive Director, Diversity, Equity and Inclusion, to present the Carroll Community College Diversity/World View Annual Report for FY2022 and the Diversity Audit Interim Report.

Mr. Johnson reported that the Board of Trustees must review and approve the College’s Diversity Improvement Plan Annual Report. The College is required to submit an annual Diversity Improvement Plan Report to Maryland Higher Education Commissioner (MHEC) by September 1. Progress reports must be approved by the College Board prior to the submittal to MHEC. Thus, the attached Diversity/World View Annual Report for FY2022 is submitted for the Board of Trustees review and approval.

Mr. Johnson reviewed some of the highlights of this report with the Board.

Recommended Action: Trustee Nevius-Maurer moved that the Board of Trustees approves the Diversity/World View Annual Report for FY2022. Trustee Frager seconded.

Motion status: Motion carried unanimously.

Mr. Johnson introduced guests Shanna St. Martin, Alejandro Anievas, and Shirley Komoto, of BDO USA, LLP, members of the consulting team the College hired to conduct our diversity audit. The team provided an interim report to the Board of Trustees on the progress of the audit and provided initial data regarding findings. The team indicated that diversity surveys were opened to faculty and staff for input for the month of May. Student surveys opened in May and will close October 15, 2022. The team conducted group interviews across segments of the campus including representatives of the faculty, staff, student body, administrative staff, and members of the Board of Trustees. Surveys and interviews focused on the following themes: Belonging, definition of diversity, DEI training, DEI perspectives of students and staff, social media, DEI experience, and perceived Barriers.

Next steps are to complete the student survey and conduct additional faculty/staff interviews, analyze data and social media scrapping, and develop related performance benchmarks. The final report will be reviewed with the President, Executive Team and DEI Executive Director in November and delivered to the BOT in December.

Mr. Johnson thanked the Board for their support of this important initiative. He also thanked Dr. Michelle Kloss, Associate Provost, Assessment, and Institutional Effectiveness, for her input and assistance in the beginning stages of preparing for the Diversity Audit.

Dr. Ball and the Board thanked the BDO team for their in-depth Power Point presentation.

2. Dr. Ball stated he attended the Maryland Council of Community College President's (MCCCP) Annual Presidents' Retreat on August 1-2, 2022. Time prevented the delivery of a full report.
3. 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 informed the Board that the Foundation Board approved the RFP for Investment Management Services and has approved a change of managers from Truist to PNC Institutional Asset Management. The Foundation is currently in the process of moving assets to PNC.

He reminded the Board to mark calendars for the annual Starry Night Event to be held on Friday, December 2, 2022. This year's entertainment choice will be announced when confirmed.

Board members were invited to attend the *Dreaming in Color*, fundraising event to be held on Friday, September 9, 2022 at 5:30 P.M. in the Babylon Great Hall. Proceeds from the auction of paintings donated by the Robert and Diane O'Connor family will go to establish the Robert and Diane O'Connor Scholarship for the visual and performing arts.

Mr. Wantz also announced that the Foundation Board conducted a comprehensive revision to their strategic plan. The plan includes a \$9.2 million dollar fund raising initiative that will be conducted using a ladder task-force approach rather than a traditional campaign approach.

IV.B. Academic Council

Mr. Jonathan Boyle, Academic Council President reported:

The Academic Council had not met since June. No report was given. Mr. Boyle, Assistant Professor, Business and Accounting, introduced himself to the Board and looks forward to reporting on behalf of the Academic Council. Academic Council will meet next on Friday, September 2, 2022.

IV.C. Senate

Ms. Emily Salyards, Senate President reported:

Ms. Salyards, Coordinator of Student Recruitment and Retention Initiatives stated that she was happy to have this opportunity to introduce herself to the Board.

The Senate has not met since June. No report was given.

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

IV.D. Student Government Organization (SGO)

Dr. Kristie Crumley, Associate Provost for Student Affairs and Marketing reported:

Dr. Crumley advised the Board that SGO President, Abigail Stevens had a last-minute conflict and could not attend tonight's meeting. She indicated that SGO held meetings all summer and was particularly happy to include Dr. Ball at one of those meetings.

SGO attended a three-day virtual National Association of Campus Activities Summer Series. This virtual event gave them an opportunity to meet with students throughout the country to share and hear how other college student governments perform.

SGO elections will be held in the Fall. All five Executive Board member seats are currently filled with four vacant Senate seats remaining.

SGO is currently planning a *Fall Extravaganza*. Details will be provided at a future Board meeting.

IV.E. Commissioner

Trustee Nevius-Maurer reported that the Honorable Stephen Wantz, Commissioner Liaison to the Board of Trustees, was unable to attend tonight's meeting.

IV.F. Planning Advisory Council (PAC)

Trustee Nevius-Maurer reported the Planning Advisory Council had not met since June. The next meeting will be held on Monday, September 12, 2022 in The Bollinger Family Conference Center (K100) at 3:30 P.M.

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

Trustee Foster 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 June reports are not the audited final statement.

A review of the financial statements for the period ending June 30, 2022, reveals normal and reasonable receipts, disbursements, and encumbrances.

Recommended Motion: Trustee Foster moved that the Board acknowledge receipt of the June financial reports. Cumulative financial information will be annually audited, and appropriate responses provided by the external auditors during the annual audit process. Trustee Frager seconded.

Motion status: Motion carried unanimously.

2. 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 July reports are not the audited final statement.

A review of the financial statements for the period ending July 31, 2022, reveals normal and reasonable receipts, disbursements, and encumbrances.

Recommended Motion: Trustee Foster moved that the Board acknowledge receipt of the July financial reports. Cumulative financial information will be annually audited, and appropriate responses provided by the external auditors during the annual audit process. Trustee Bollinger seconded.

Motion status: Motion carried unanimously.

3. The Board must approve the FY2023-2024 Capital Budget and Five-Year Capital Program Request. In order to meet the timelines established by the Carroll County Government, the Board must approve the Capital Budget in August of each year. Included with the Requested Capital Budget are:
 - a. Summary sheet of all projects.
 - b. Individual briefing sheets for each project.

Recommended Motion: Trustee Foster moved that the Board of Trustees approve the proposed Capital Budget Request and authorizes the President to submit it to the County Government. Trustee Frager seconded.

Motion status: Motion carried unanimously.

4. The Board of Trustees Policy requires approval of all Purchase Requisitions over \$25,000.

The College is requesting the purchase of two new LIFEPAK CR2 AED units to replace existing discontinued AED's for a total amount of \$25,712.50. Details of this purchase was provided to the Board.

Recommended Motion: Trustee Foster moved that the Board of Trustees authorize the purchase of new AEDs from Stryker Medical, PO Box 93308, Chicago, IL 60673-3308, in an amount not to exceed \$28,000. Trustee Bollinger seconded.

Motion status: Motion carried unanimously.

Trustee Frager reported:

5. The Board of Trustees Policy requires approval of all Purchase Requisitions over \$25,000. The College is seeking the services of Citron Hygiene, a sole source provider of eco-friendly menstrual waste disposal.

A 3-year service quote was received from Citron Hygiene at a cost of \$17,736 per year, totaling \$53,208 over three years.

Recommended Motion: Trustee Frager moved the Board of Trustees authorize the College to contract with Citron Hygiene for menstrual waste disposal service at a total contract amount of \$53,208 (\$17,736 a year for three years). Trustee Foster seconded.

Motion status: Motion carried unanimously.

6. Board Policy requires the Board of Trustees approve the acceptance of all grants. Carroll Community College received a grant to continue administrative oversight of the Adult Education Program in Carroll County for Fiscal Year 2023. The College received the grant from the Maryland Department of Labor, Licensing and Regulation (DLRR). Carroll Community College received this grant for the first time in Fiscal Year 2008.

The program is funded by the Maryland State Department of Labor, Licensing and Regulation through federal and state funds totaling \$209,830. Carroll County Government provided \$284,040 in its FY2023 Operating Budget to support the program.

Recommended Motion: Trustee Frager moved that the Board accept the grant from the Maryland Department of Labor, Licensing and Regulation in the amount of \$209,830 for Fiscal Year 2023. Trustee Bollinger seconded.

Motion status: Motion carried unanimously.

Trustee Frager continued:

7. Notice of Grant Award, Maryland State Department of Education, Child Care Career and Professional Development. Board Policy requires the Board of Trustees to approve the acceptance of all grants.

The College received notice of a Child Care Career and Development Grant from the Maryland State Department of Education to allocate \$116,350.00 for the Child Care Career and Professional Development Fund to Carroll Community College. This is the fourteenth year the grant has been received.

Recommended Motion: Trustee Frager moved that the Board of Trustees accept the grant from The Maryland State Department of Education in the amount of \$116,350.00 for FY2023. Trustee Foster seconded.

Motion status: Motion carried unanimously.

8. Notice of Grant Award, Maryland Police and Correctional Training Commissions – Professional Development. Board Policy requires the Board of Trustees to approve the acceptance of all grants.

The College received notice of a Professional Development Grant Award from the Maryland Police and Correctional Training Commissions to allocate \$5,000 to Carroll Community College. The purpose of this award is to provide funding to purchase active shooter training material and equipment.

Recommended Motion: Trustee Frager moved that the Board of Trustees accept the grant from The Maryland Police and Correctional Training Commissions in the amount of \$5,000 for FY2023. Trustee Bollinger seconded.

Motion status: Motion carried unanimously.

Trustee Bollinger reported:

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. This exhibit was presented at the June Board meeting for their review.

Recommended Motion: Trustee Bollinger moved that the Board of Trustees approve the modification to the Distribution of Literature – Fundraising – Public Assembly – Solicitation Policy. Trustee Frager seconded.

Motion status: Motion carried unanimously.

Dr. Ball asked Ms. Salyards in her role as Senate President, to please advise the Senate, that this policy that was previously reviewed by the Senate has been passed by the Board.

10. The Non-Operating Budget Funds were presented to the Board of Trustees for information.
11. Quarterly Report on Items in Excess of \$10,000. The College will provide a Quarterly Report reflecting items purchased in excess of \$10,000 not specifically approved by the Board of Trustees.
12. The Inter-Functional Transfer Report's fourth quarter information report reflects the final transfers within functions reflecting end-of-year spending priorities. There were no transfers between functions which would require Board of Trustees approval. This information was provided to the Board of Trustees for information.

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

Trustee O'Callaghan reported:

1. Retroactive Grade/Salary Adjustments. The Board must approve all pay increases. After the final report of the Evergreen Compensation Study was submitted in May 2022, there were two positions identified that warrant a grade and salary adjustment.

Recommended Motion: Trustee O'Callaghan moved that the Board approve the attached grade/salary adjustments retroactive to July 1, 2022. Trustee Bream seconded.

Motion status: Motion carried unanimously.

2. Retroactive Salary Adjustment. The Board must approve all pay increases.

After submitting the fiscal year 2023 salary exhibit for the June 15, 2022, meeting for Board approval, a correction was required. The specific salary information was provided to the Board.

Recommended Motion: Trustee O'Callaghan moved that the Board approve the attached salary adjustment retroactive July 1, 2022. Trustee Bream seconded.

Motion status: Motion carried unanimously.

3. Retroactive Grant-funded Salary Adjustments. The Board must approve all pay increases. After submitting the fiscal year 2023 salary exhibit for the June 15, 2022, meeting for Board approval, grant funding changes necessitated adjustments to several grant-funded salaries.

Recommended Motion: Trustee O'Callaghan moved that the Board approve the attached salary adjustments retroactive to July 1, 2022. Trustee Kahlert seconded.

Motion status: Motion carried unanimously.

4. The College proposed four new professional appointments to include Heather Bailey, Faculty Member – Education; Melissa Moore, Financial Aid Certifying Coordinator; Ashley Roper, Coordinator, Nursing and Healthcare Training; and Dr. Mark Young, Faculty Member - Chemistry

Recommended Motion: Trustee O'Callaghan moved that the Board of Trustees approve the appointments of Heather Bailey, Melissa Moore, Ashley Roper, and Dr. Mark Young. Trustee Bream seconded.

Motion status: Motion carried unanimously.

Trustee Kahlert reported:

5. Numerous new temporary appointments were provided to the Board for information.
6. Temporary appointments are effective on a fiscal year basis. Therefore, current temporary employees must be renewed to continue employment into fiscal year 2023. These renewals were received after the reporting deadline to the Board at the June 15, 2022, meeting.
7. Temporary Appointments – Corrections to Renewals for Fiscal Year 2023. Temporary appointments are effective on a fiscal year basis. Therefore, current temporary employees must be renewed to continue employment into fiscal year 2023. These renewals were reported prior to a grade change affecting their hourly increases.

Trustee Kahlert continued:

8. The College proposes six new support staff appointments to include Eileen Alместica-Sastre, Program Associate-Adult Education; Connie Brown, Environmental Services Specialist; Michael Carter, Environmental Services Specialist; Tekielia Leigh, Environmental Services Specialist; Karen Roberts, Teacher, Child Development Center; and Karen Sorrell, Accounts Receivable Specialist.

Trustee Bream reported:

9. Employment separations include Nicholas Betcher, Special Police Officer-Sergeant; Georgia Blakeslee, Academic Services Specialist; Katelyn Dillon, Faculty member – Health, Fitness, and Exercise Science; Irene Ward, Financial Aid Counselor; and Monica Zilioli, Faculty member - Psychology.

Trustee Bream recognized Ms. Georgia Blakeslee for her dedicated 33 years of service to the College.

10. The systematic and recurring review of academic programs at Carroll Community College is an essential element to promote critical reflection, self-assessment, and strategic planning toward College goals. Academic program assessment is used to improve the quality of academic programs individually and the College via data-driven decision making for continuous improvement.

Five-year program reviews are comprehensive and involve an extensive and in-depth analysis of how well a program functions and aligns with the College mission and goals. The reviews are also used to propose upcoming financial and staffing needs for the program. Executive Summaries are presented to the Board for information.

Trustee Bream expressed her appreciation for providing these academic program reviews to the Board.

11. The College will recognize the attached list of faculty/staff for their dedicated years of service at the College-wide virtual meeting on August 25, 2022. The list was provided to the Board of Trustees for information only. Trustee Bream recognized Dr. Michelle Kloss, and Dr. Rose Mince for their five years of service; Mr. Steve Wantz for his 20 years of service; and Mr. Alan Schuman for his 35 years of service. The Board applauded these individuals for their service to the College.

VI. Old Business/New Business

Dr. Ball acknowledged and thanked Trustee Frager for her role as Board Chair for the past two years and presented her with a gift from the College in appreciation. The Board applauded Trustee Frager.

Trustee Frager thanked the Board and Dr. Ball for this gift and stated it was her pleasure to serve these past two years as Board Chair.

Trustee Bream advised the Board that she is unable to attend the Foundation's Art Auction that Mr. Wantz spoke of in his report however, she advised the Board if they cannot attend, an online option is available to donate to this worthy cause.

Dr. Ball proudly announced that Trustee O'Callaghan was appointed Chair of the Maryland Association of Community Colleges (MACC) Board. The Board applauded and congratulated Trustee O'Callaghan.

Trustee O'Callaghan advised the Board that the annual MACC Trustee Leadership Conference will be held on January 23, 2022. The time has yet to be determined.

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 August 17, 2022, Board of Trustees' meeting. Trustee Frager moved to end the August 17, 2022, Board of Trustees' meeting; Trustee Bream seconded.

Motion status: Motion carried unanimously.

VIII. Adjournment

Trustee Nevius-Maurer adjourned the meeting at 7:23 P.M.