

**CARROLL COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
MINUTES**

**September 21, 2022  
Approved**

**BOARD MEMBERS PRESENT**

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

**BOARD MEMBERS ABSENT- EXCUSED**

Sherri-Le Bream

**COMMISSIONER LIAISON**

The Honorable Stephen Wantz

**STUDENT GOVERNMENT**

Abigail Stevens

**STAFF PRESENT**

Marianne Anderson  
Jonathan Boyle  
Gregg Bricca  
Rob Brown  
Dr. Kristie Crumley  
Clyde Johnson  
Dr. Michelle Kloss  
Dr. Kelly Koermer  
Dr. Rose Mince  
Topher Overdorff  
Emily Salyards  
Alan Schuman  
Lisa Slappy  
Steve Wantz

Board of Trustee Chair, Mary Kay Nevius-Maurer called the meeting to order at 5:49 P.M. and led the opening exercises.

Dr. Ball indicated that the Finance, Facilities and Related Policies Committee added one exhibit item to the September 21, 2022 Agenda to include exhibit V.A.3. Trustee Nevius-Maurer asked for a motion to approve the amended Agenda. Mrs. Foster moved to approve the September 21, 2022 Agenda as amended; Trustee Frager seconded. The September Agenda was unanimously approved.

Trustee Foster moved that the August 17, 2022, minutes be approved; Trustee O’Callaghan seconded. The August minutes were unanimously approved.

**IV.A. President’s Report**

Dr. James Ball, President, reported:

1. Dr. Ball asked Dr. Mince, Provost, to report on the 2022 Performance Accountability Report (PAR).

Dr. Mince reported Maryland state law requires the Board of Trustees to approve and submit the College’s Performance Accountability Report to the Maryland Higher Education Commission each year. Legislation signed into law in 1988 mandated annual reports. In 1996, the state adopted a set of performance indicators for community colleges, with benchmarks or target values established by each college. The benchmarks are goals to be attained at the end of a five-year cycle. The indicators and the benchmarks are reviewed and revised every five years. The Board of Trustees approved the current benchmarks in June 2021 for the 2021-2025 PAR cycle. During the preparation of the 2022 report, it became evident that an error was made in the recording of the benchmark and results for indicator 14 – Fall-to-fall retention. The 2022 report corrects these errors.

Dr. Mince continued:

The report follows the same format as in prior years, with a narrative section describing the College's performance within the context of the goals in the Maryland State Plan for Postsecondary Education, plus an appended spreadsheet of 28 performance indicators. Dr. Mince reviewed and highlighted areas within this report with the Board and answered questions from the Board.

Dr. Mince thanked Dr. Michelle Kloss, Associate Provost, Assessment and Institutional Effectiveness, and Mr. Gregg Bricca, Director of Institutional Effectiveness, for their hard work in putting this report together.

**Recommended Motion:** Trustee O'Callaghan moved that the Board of Trustees approve the College's Performance Accountability Report for 2022 for submission to the Maryland Higher Education Commission. Trustee Frager seconded.

**Motion status:** Motion carried unanimously.

2. Dr. Ball asked Dr. Mince to report on the Annual Marketing Communications and Enrollment Management Report.

Each Fall the Board is presented with a Marketing Communications and Enrollment Management Report. The report examines the College's enrollment and related marketing campaigns that support the College's mission. The report includes enrollment data tables and examples of marketing materials for each campaign. All products are developed within the College's graphic identity system to reinforce the overall institutional image and branding. Dr. Mince stated this report mirrors the College's Compass 2025 Priorities and is exhibited to support the College's initiatives.

Dr. Mince and Dr. Koermer, Vice President of Continuing Education and Training, reviewed report highlights and answered questions from the Board and Commissioner Wantz. All agreed the report was detailed and informative.

3. Dr. Ball invited Clyde Johnson, Executive Director, Diversity, Equity and Inclusion, to provide his monthly update to the Board.

Mr. Johnson thanked the Board for their support of the on-campus visit of the audit team, BDO USA, LLP in August, and the Trustees who provided interviews. The Board was reminded of the time-line for the conclusion of the audit and assuring the number of student respondents to the survey will be representative and enable the development of valid recommendations for action. Thus far, 270 students had completed the survey toward the goal of reaching about 30% of 1,311 returning credit students this semester.

Mr. Johnson also informed the Board of the obligations in the Clery Act to make reports to the campus. The Clery Act requires colleges and universities to report campus crime data, support victims of violence, and publicly outline the policies and procedures they have put into place to improve campus safety. On August 25<sup>th</sup>, a hate Bias -incident, Destruction/Damage/Vandalism of Property was reported to the Campus Police. A Swastika was carved into the paint in the restroom in A107 using a sharp-edged object. A second swastika was found about 30 minutes later in M153. Immediate action was taken by facilities to restore the damage. A campus wide email was issued restating our values and that we would act against anyone found to commit these types of acts. Mr. Johnson reported that the Campus Police are looking at ways to redirect some cameras and install more in places needing improved surveillance capability.

4. Dr. Ball reviewed the institution's compass priorities listed in the Annual Strategic Initiatives/FY 2023 Task report with the Board.
5. Dr. Ball updated the Board on his recent one-on-one meetings with the Delegation and Commissioner candidates in the County. Dr. Ball had met with most of the candidates (with more to follow), conducted personalized tours of the campus and discuss College needs and priorities. He conveyed that so far everyone has been very supportive and interested in learning more about the College.
6. Dr. Ball discussed with the Trustees a possible date and time to take a formal group photo. The Board agreed that the photo shoot will take place at the December meeting.
7. 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 reminded the Board of the Annual Starry Night Event to be held on Friday, December 2, 2022. He announced that this year's entertainment will be Eaglemania, the world's greatest Eagles Tribute Band. He also announced that this year's Starry Night Honoree would be Mr. Bernie Jones, an ardent supporter of the Foundation for the past 20 plus years. The Board agreed that Mr. Jones is a well-deserved honoree for this award.

Mr. Wantz presented a detailed Power Point on the Foundation's \$9.2 million-dollar strategic fundraising initiative for FY2023-2025. He answered questions asked by the Board and noted this presentation would also be emailed to the Board for further review and any additional questions they may have.

Dr. Ball thanked Mr. Wantz for his report and stated that he feels that this is a great direction for the Foundation.

Trustee O'Callaghan commented he and Trustee Nevius-Maurer attended the *Dreaming in Color*, fundraising event that was held on Friday, September 9, 2022 in the Babylon Great Hall. He conveyed that this was a lovely event and thanked the Foundation team for arranging this great event to support the Robert and Diane O'Connor Scholarship for the visual and performing arts.

Trustee O'Callaghan stated that he attended the September Foundation Board meeting and was excited to see the expansion of the Foundation Board and was very impressed to witness the new energy within the Board. He also relayed to fellow Trustees that he would handle coordinating the Boards' Starry Night Sponsorship.

#### IV.B. Academic Council

Mr. Jonathan Boyle, Academic Council President reported:

The Academic Council met on Friday, September 2, 2022. Four proposals were included on the Academic Council September Agenda. Mr. Boyle summarized these proposals with the Board. The next meeting will be held on October 7, 2022

Dr. Ball indicated that the College received approval from the Maryland Higher Education Council (MHEC) for the Associate Applied Technology Program. He asked Mr. Boyle to please share this news with Academic Council. Dr. Mince shared the details of this program with the Board.

#### IV.C. Senate

Ms. Emily Salyards, Senate President reported:

The Senate met on Friday, September 9, 2022.

Dr. Ball reminded Senators the importance of the role of the Senate in college government.

Ms. Salyards continued:

The Senate President presented a Power Point on the roles and responsibilities of Senators.

Senators were updated on the approval by the Board of Trustees of the modification of the Distribution of Literature-Fundraising-Public Assembly-Solicitation Policy. The next meeting will be held on Friday, October 14, 2022.

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

Ms. Abigail Stevens, SGO President reported:

SGO are personally working on their presence in the county high schools to encourage and recruit more dually enrolled students.

SGO elections for Senators will continue for the next two days. She was happy to announce that this is the first time in two years that SGO has had a full governance board. As of now, there are five Executive Board members and six senators who have applied.

Ms. Stevens announced that the PR Committee is currently focusing on connecting with students to make them aware of the tools SGO has to offer. Two new SGO committees have been added, including the Constitution Committee and the Events and Collaboration Committee.

SGO invited the Board to attend the Trunk or Treat event scheduled on Wednesday, October 19<sup>th</sup> from 4:00 – 7:00 P.M. in the A-building court yard; or, in the case of rain, in the Babylon Great Hall.

#### IV.E. Commissioner

The Honorable Stephen Wantz, Commissioner Liaison to the Board

Commissioner Wantz reviewed the state of the county and all the activity taking place within the county government within the last 71 days left in in the current term of office.

He spoke about the need to fill many empty positions within county government and noted the unemployment rate in Carroll (3.2%), which is the lowest in the State.

He noted that Carroll County Government officials are entertaining representatives from the prestigious bond rating agencies on October 4-5, 2022. This is the first time that the agencies have come to Carroll County. The county will conduct staff presentations on government operations and a driving tour, which will highlight the many assets in Carroll. The College has been invited to attend a luncheon on both days to provide an overview of the College.

Dr. Ball indicated that he and Dr. Koermer were scheduled to attend the luncheons to provide an overview of the College and its impact on Carroll County.

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

Mr. Rob Brown, Co-Chair, PAC reported:

Mr. Brown provided an overview of PAC and its role and indicated the President's Annual Strategic Initiatives and related task statements were also reviewed and discussed. Mr. Schuman, Executive Vice President of Administration, presented the FY2022 Budget Plan Assumptions.

The next meeting will be held on Monday, October 10, 2022 in The Bollinger Family Conference Center (K100) at 3:30 P.M. Trustee Kahlert will attend representing the Board of Trustees.

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 August reports are not the audited final statement. A review of the financial statements for the period ending August 31, 2022, reveals normal and reasonable receipts, disbursements, and encumbrances.

**Recommended Motion:** Trustee Foster moved that the Board acknowledge receipt of the August 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.

Trustee Bollinger reported:

2. Approval of Purchase Requisition over \$25,000. MHEC Community College Facilities Renewal Supplemental Funding (CCFRSF); County Projects. The Board of Trustees Policy requires approval of all Purchase Requisitions amounting to over \$25,000.

The College worked with the County to identify major deferred maintenance projects eligible for the State's FY2023 Community College Facilities Renewal Supplemental Funding (CCFRSF). Projects eligible to be reimbursed using this supplemental funding include improvements, repairs, and deferred maintenance projects with a total estimated cost greater than \$25,000 (there is no maximum cost eligibility limit).

Based on information and cost estimates submitted to MHEC, the Board was provided with a list of projects that have been deemed eligible for reimbursement with CCFRSF, per award letter dated 8/1/22. The College will pay all invoices for the projects and submit for reimbursement from the State of Maryland's Community College Facilities Supplemental Funding 2023, approved by the Maryland General Assembly.

**Recommended Motion:** Trustee Bollinger moved that the Board of Trustees authorize the College to pay all invoices as submitted by the County, and associated with the above projects, in a combined total not to exceed \$937,500. Trustee Frager seconded.

Trustee Foster noted that all projects listed will be prioritized and completed to the extent possible given funding limitations.

**Motion status:** Motion carried unanimously.

3. Notice of Grant Award to Carroll Community College Continuing Education and Training for FY2023 – The Rural Maryland Council: Rural Maryland Prosperity Investment Fund (RMPIF) Board Policy requires the Board of Trustees to approve the acceptance of all grants.

CET submitted a grant proposal to build a Regional EV Repair and Maintenance Program that will build a highly skilled EV workforce and will be accessible to potential workers throughout the state via seat-sharing agreements with partner community colleges. The program will be called SPARK! - Sustainable Professions, Apprenticeships, Reigniting, Knowledge.

The grant also proposes to establish a Green Business Incubation Center that will support entrepreneurs establishing green businesses and enable existing businesses to evolve to leverage and benefit from a green economy through the services of Miller and SBDC. The total amount of this grant is \$250,000.

**Recommended Motion:** Trustee Bollinger moved for acceptance of the grant from The Rural Maryland Council for \$250,000 for FY2023. Trustee Foster seconded.

**Motion status:** Motion carried unanimously.

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

Trustee O'Callaghan reported:

1. Retroactive Grade/Salary Adjustments/Title Change. The Board must approve all pay increases. After the final report of the Evergreen Compensation Study was submitted in May 2022, the position of administrative associate was identified as needing further review. After an internal review, it was determined that the duties of this position needed to be updated and a new title change assigned to reflect Academic Administrative Specialist. After further review by Evergreen, they advised that a grade/salary adjustment was warranted and recommended.

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

**Motion status:** Motion carried unanimously.

2. The College proposed two new professional appointments to include Jenna Bohn, Lead Writing Tutor and Student Success Specialist and Lisa Slappy, Chief Communications Officer.

**Recommended Motion:** Trustee O'Callaghan moved that the Board of Trustees approve the appointments of Jenna Bohn and Lisa Slappy. Trustee Kahlert seconded.

**Motion status:** Motion carried unanimously.

**Trustee Kahlert reported:**

3. Several new temporary appointments were provided to the Board for information.
4. One employment separation included Matthew McCabe, Environmental Services Specialist. Mr. Kahlert wished Mr. McCabe well in his retirement.

**VI. Old Business/New Business**

No Old/New Business was brought before the Board.

**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 September 21, 2022, Board of Trustees' meeting. Trustee Frager moved to end the September 21, 2022, Board of Trustees' meeting; Trustee Bollinger seconded.

**Motion status:** Motion carried unanimously.

**VIII. Adjournment**

Trustee Nevius-Maurer adjourned the meeting at 7:43 P.M.