

**CARROLL COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
MINUTES**

**October 19, 2022  
Approved**

**BOARD MEMBERS PRESENT**

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

**BOARD MEMBERS ABSENT- EXCUSED**

Kelly Frager  
Dave Bollinger (attended Finance Committee meeting)

**COMMISSIONER LIAISON ABSENT - EXCUSED**

The Honorable Stephen Wantz

**STUDENT GOVERNMENT**

Abigail Stevens

**STAFF PRESENT**

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

**GUEST**

Chrissy Bowman, Principal  
CliftonLarsonAllen, LLP

Board of Trustee Chair, Mary Kay Nevius-Maurer called the meeting to order at 5:50 P.M. and led the opening exercises.

Hearing no corrections or additions to the Agenda of October 19, 2022. Trustee O'Callaghan moved for approval of the meeting Agenda; Trustee Bream seconded. The October Agenda was unanimously approved.

Trustee Bream moved that the September 21, 2022, minutes be approved; Trustee Foster seconded. The September minutes were unanimously approved.

**IV.A. President's Report**

Dr. James Ball, President, reported:

1. Dr. Ball asked Mr. Schuman, Executive Vice President of Administration, to introduce the annual audit presentation.

Mr. Schuman introduced Mr. Tim League, Director of Fiscal Affairs, and asked him to make the introductions of his staff and audit presenter.

Mr. League thanked his entire Team and everyone at the College who participated in the FY2022 audit process. He also recognized Ms. Barbie Lim, Controller, and her staff for the exceptional diligence they provide each year.

Mr. League introduced Ms. Chrissy Bowman, Principal from CliftonLarsonAllen, LLP (CLA).

Ms. Bowman thanked all staff involved for their assistance and responsiveness. Ms. Bowman reported the annual financial audit for FY2022 was complete, and CLA issued an unmodified audit opinion indicating the financial statements were fairly stated in all material respects in accordance with accepted accounting principles.

Ms. Bowman continued:

The Annual 2022 Financial Audit reports were submitted to the Maryland Higher Education Commission within the regulatory deadline. She indicated that as the College continues to grow, so will the complexity of yearly audits and consideration should be given to expanding human resources in the accounting area to provide better support for the College.

The Board was given the opportunity to ask questions about the annual audit.

Dr. Ball thanked Ms. Bowman and CliftonLarsonAllen, LLP (CLA) for their support throughout the year.

Mr. Schuman thanked Ms. Bowman for her report. He also thanked Mr. League and his team for their steadfast work each year.

2. Dr. Ball invited Dr. Rose Mince, Provost, to deliver the Fall 2022 Third Week Enrollment Report. Dr. Kelly Koermer was also provided an enrollment update for CET.

Dr. Mince reported the Board calendar calls for a Fall Credit Enrollment Report in October, based on data as of the official census date at the end of the third week of classes. Dr. Mince reported on headcount, full-time-equivalent enrollment, enrollment of recent high school graduates, and the one-year retention rate for students starting at Carroll in Fall 2021.

Dr. Koermer reported on the large increase in enrollment in the Adult Education's English Language Learners program and included data on CET completions and enrollment retention.

A detailed Fall credit enrollment analysis will be shared with the Board at its November meeting.

Dr. Mince answered questions from the Board.

Dr. Ball thanked Mr. Gregg Bricca, Director of Institutional Effectiveness, for the informative graphs compiled for this report.

3. Dr. Ball asked Mr. Schuman to provide an update on the Blueprint on Education in Maryland.

Mr. Schuman reported the Blueprint for Maryland's Future was approved during the 2021 Legislative Session. The Maryland State Department of Education has provided guidance to the local education agencies (LEA) and the Maryland public institutions of higher education (IHE) regarding funding implications related to dually enrolled students effective fall 2022. IHEs must waive 25% of the tuition cost and LEAs must pay the 75% remaining tuition cost to the IHEs so that eligible public school dually enrolled students do not pay tuition. These students are still responsible for paying any applicable fees to the IHEs in FY22.

4. Dr. Ball reminded the Board of the Continuing Education and Training's CDL Ribbon Cutting Ceremony on Thursday, October 20, 2022 at 3:00 P.M. in the College's South Parking lot.
5. Dr. Ball invited Clyde Johnson, Executive Director, Diversity, Equity and Inclusion, (DEI) to provide his monthly update to the Board.

Mr. Johnson reported as of Friday, October 21<sup>st</sup>, the DEI Audit process will reach its conclusion in terms of deliverables, surveys, interviews, and reports reviewed by the audit consulting firm BDO. He also happily reported the College exceeded the required 400 surveys completed by students with over 30 credits by 41 respondents.

Mr. Johnson noted that BDO will deliver the final report at the December 14, 2022, Board meeting.

Mr. Johnson shared recent DEI workshops that he attended and reviewed upcoming conferences the DEI Committee will attend.

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 stated that it was his privilege to announce that Trustee Kahlert and the Kahlert Foundation has generously committed to a \$1.5-million-dollar pledge to the Foundation's three-year Strategic Fundraising Initiatives. The Board applauded this generous donation.

Trustee Kahlert conveyed that the Kahlert Foundation's main area of giving is education and their deep appreciation of Carroll's mission and student success.

Mr. Wantz shared that the Foundation will launch its first Strategic Initiative fundraising Task Force meeting on October 24, 2022 focusing on supporting the College's athletic programs. The STEM Scholars' Endowment and the Technology Initiatives Fundraising Task Force implementation will take place next month.

He reminded the Board of the Foundation's Starry Night event to take place on Friday, December 2, 2022. He reported that this year's sponsorships exceed last year's pace by \$25,000.

The Foundation's Scholarship Reception was held on Monday October 17, 2022, in the Bollinger Family Conference Center with over 70 students and donors participating. He thanked Trustees O'Callaghan and Bollinger for their attendance and support.

Trustee O'Callaghan commented that this was a wonderful event. He enjoyed listening to the many student's tell their stories and noted the importance of each one.

Dr. Ball indicated that he met with Mike Guerin, Commissioner elect, representing District 4 of Carroll County. As of today, he has met with all Commissioner candidates. Each of them has expressed strong support for the College.

#### IV.B. Academic Council

Mr. Jonathan Boyle, Academic Council President, indicated there was no report from the Academic Council for October. The Academic Council's next meeting will be held on Friday, November 4, 2022.

#### IV.C. Senate

Ms. Emily Salyards, Senate President reported:

The Senate met on Friday, October 14, 2022. Dr. Ball updated the Senate on his meetings with and the support from elected officials and candidates. Guest speaker was Ms. Jen Snyder, Senior Director of Student Engagement.

No old or new business was discussed. The next meeting will be held on Friday, November 11, 2022.

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

Ms. Abigail Stevens, SGO President reported:

Ms. Stevens commented that SGO's Trunk or Treat event held today was their largest activity planned for this semester. She conveyed that she has seen an increased number of students participating in campus and SGO events this semester.

SGO now has a full Governance Board and four new Board committees including PR/Student Outreach, Campus Events, Constitution Revision, and Planning/Advisory.

Ms. Stevens stated that the Coordinator of Student Engagement and Leadership, Topher Overdorff, will work with SGO on creating professional development activities for members.

Dr. Mince asked Abigail to share the results of her mid-term Advanced Placement (AP) exam. Ms. Stevens shared that she received a 96% on her AP exam she took this past Monday. The Board applauded her achievement.

#### IV.E. Commissioner

The Honorable Stephen Wantz, Commissioner Liaison to the Board - No Report - Absent

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

Trustee Greg Kahlert reported:

PAC met on Monday, October 10, 2022. The Strategic Enrollment Development report was presented and included a quiz on marketing related informational elements of the College.

Dr. Melody Moore, Associate Provost, Program Development and Partnerships, presented Program Review Executive Summaries and held a discussion on the 2021-2022, 5-year Program Reviews.

The Fall Credit Enrollment Analysis was presented by Mr. Gregg Bricca, Director of Institutional Effectiveness.

The next meeting will be held on Monday, October 24, 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. The Board of Trustees must review and accept the annual audit. Title 16 of the Education Article, Annotated Code of Maryland and Board of Trustees' Policy require an annual audit of the College's accounts by an independent certified public accountant.

The current audit covers the period from July 1, 2021 to June 30, 2022.

**Recommended Motion:** Trustee Foster moved that the Board of Trustees accept the annual audit. Trustee O'Callaghan seconded.

**Motion Status:** Unanimously approved.

2. The Board of Trustees must review and accept monthly financial reports, subject to audit verification. 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 September reports are not the audited final statement.

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

**Motion Status:** Unanimously approved.

3. The Board of Trustees Policy requires approval of all Purchase Requisitions amounting to over \$25,000. The College has needed carpet replacement in the LRC Building for many years. This project is one of four submitted to MHEC for funding under the Community College Facilities Renewal Grant (CCFRG) program for FY23.

The first College project to be scheduled with the CCFRG FY23 funding is the replacement of carpet on all three floors of the LRC Building. Proposal #173336 was received from Shaw Industries, Inc., quoted from their existing intergovernmental, cooperative purchasing contract with Sourcewell, contract #080819-SII, for a total of \$219,867.28.

Funds from the State of Maryland's Community College Facilities Renewal Grant, FY23, approved by the Maryland General Assembly, will be used for the entire project.

**Recommended Motion:** Trustee Foster moved that the Board of Trustees authorize the College to award an installation contract, not to exceed \$240,000, to Shaw Industries, Inc. Trustee Kahlert seconded.

**Motion Status:** Unanimously approved.

4. The Board of Trustees Policy requires approval of all Purchase Requisitions amounting to over \$25,000. The College has needed reupholstery of the Theater seating for several years. This project is one of four submitted to MHEC for funding under the Community College Facilities Renewal Grant (CCFRG) program for FY23.

After a full RFP process, American Office Services, Inc. (AOSinc) was selected as the vendor able to complete the project within the existing timeline requirement of this fiscal year. Work includes removal, repair, reupholstery and reinstallation of 419 seats. A proposal was received from American Office Services, Inc. for a total anticipated cost of \$119,909.42.

Funds from the State of Maryland's Community College Facilities Renewal Grant, FY23, approved by the Maryland General Assembly, will be used for the entire project.

**Recommended Motion:** Trustee Foster moved that the Board of Trustees authorize the College to award a contract for the reupholstery of the Theater seating to American Office Services, Inc., not to exceed \$140,000. Trustee Bream seconded.

**Motion Status:** Unanimously approved.

5. The Board of Trustees Policy requires approval of all Purchase Requisitions amounting to over \$25,000. The College is seeking to replace all countertops and sinks located in the 14 restrooms of the A & M Buildings. This project is one of four submitted to MHEC for funding under the Community College Facilities Renewal Grant (CCFRG) program for FY23.

Proposal #3745 REVISED was received from The Lyons Construction Company, Inc., piggy-backed on their time and materials term contract with Carroll County Government, for a total of \$74,600. An add alternate on the contract includes an additional \$5,233 to patch, repair and paint holes in the women's restroom walls resulting from the removal of hygiene dispensers.

Funds from the State of Maryland's Community College Facilities Renewal Grant, FY23, approved by the Maryland General Assembly, will be used for this project.

**Recommended Motion:** Trustee Foster moved that the Board of Trustees authorize the College to award a construction contract, not to exceed \$90,000 to The Lyons Construction Company. Trustee Kahlert seconded.

**Motion Status:** Unanimously approved.

6. Board of Trustees Policy requires approval of all Purchase Requisitions amounting to over \$25,000. Examsoft is a sole source software solution that provides a database for exam questions, a method to create exams and programs to run statistics on each exam after administration. It can create new exam questions using the new, approved model (Next-Gen) for the licensure exam (NCLEX-RN/PN).

The Board was provided with explanations of other software solutions that were investigated and rejected, and details of the estimated cost of this software.

**Recommended Motion:** Trustee Foster moved that the Board of Trustees authorize the College to purchase the software solution from Examsoft at a total contract amount of \$31,259. Trustee O'Callaghan seconded.

**Motion Status:** Unanimously approved.

Trustee Foster continued:

7. The Non-Operating Budget Funds were presented to the Board for information.
8. The College will provide a Quarterly Report reflecting items purchased more than \$10,000 not specifically approved by the Board of Trustees. This policy was enacted by the Board of Trustees on November 16, 2005, pursuant to Title 16 of the Education Article and State Procurement Regulations for small procurement processes.

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

Trustee Kahlert reported:

1. One new support staff appointment includes Donna Ziemski, evening and weekend information desk specialist. Effective October 17, 2022.
2. Four new temporary appointments were presented for information.

VI.A. Old Business/New Business

Trustee Nevius-Maurer reported:

1. Trustee Nevius-Maurer reviewed the Board of Trustees Policy on awarding the College Medal and an Honorary Associates Degree to nominated individuals.

A nomination for the College Medal and Honorary Degree for Bernard L. Jones, Sr. was submitted to the Board for approval.

Mr. Bernard Jones is the longest tenured member of the Carroll Community College Foundation Board, having served in leadership positions on the Board for over 23 years (and still counting). In addition to recognizing Bernie's long tenure and extensive leadership contributions to the Board, this nomination also recognizes Bernie's deep commitment to advancing excellence in College programming, and for his outstanding advocacy for the College and its deserving students.

In terms of leadership Bernie has served with unmatched passion and enthusiasm in support of maintaining excellence in programming for everyone desiring to receive a Carroll Community College education. He has held numerous leadership rolls on the Board including serving as President. He has also served on numerous campaign committees, and he has served on the Foundation's Executive, Finance, and Nominating Committees.

Giving generously of his time, effort, leadership capabilities and influence in the community are only part of Bernie's dedication to the College. Bernie, along with his wife Peggy, have financially supported the mission and vision of Carroll Community College for 22 years.

Impactful is the best description of Bernie's giving. His cumulative contributions have touched all fundraising activities of the foundation ranging from the Brick Campaign for the front entrance of the College to the Foundation's Major Gift Campaigns. He has participated continuously in making contributions to our many silent auctions, and he has also provided continuous sponsorships of the Penguin Random House Book Fair and Starry Night events each year.

In terms of the College's Major Gifts campaigns, Bernie has been intentional in contributing to our unrestricted fund initiatives. And Bernie was one of the first donors to participate in the President's Society, a leadership society of special advocates and ambassadors, giving generously to meet high priority strategic initiatives of the College.

Bernie's consistent attendance at College and Foundation events speaks to his dedication to our students and willingness to share his commitment with others in the community; and Bernie does not hesitate to share this enthusiasm for the College. He has been instrumental in asking many other individuals to join him in working with the organization for which he is so passionate.

Trustee Nevius-Maurer continued:

By all accounts, his involvement at Carroll would be enough to keep him busy, but Bernie's extensive leadership throughout the community stretches well beyond the walls of the College. Bernie has served on the Board of Directors of the Literacy Council, the Board of Union National Bank, the Community Foundation of Carroll County, the Carroll County Land Trust, the Democratic State Central Committee, the Carroll County Branch of the NAACP, the Maryland Affordable Housing Trust and the Maryland Center for Community Development, the Carroll County Historic Society, and others.

**Recommended Motion:** Trustee Nevius-Maurer moved in recognition of his exceptional commitment to assuring the mission and goals of the College; preeminent support for and service to Carroll Community College; superior leadership for the improvement of higher education; and outstanding contributions to the community, the Carroll Community College Board of Trustees awards the Carroll Community College Medal and the Honorary Associate of Science Degree to Bernard L. Jones, Sr. These awards will be presented at the Starry Night Gala on Friday, December 2, 2022. Trustee O'Callaghan seconded.

**Motion status:** Motion carried unanimously.

Trustee Kahlert stated that this is a wonderful nomination and a very impressive resume honoring Mr. Jones.

Dr. Ball shared an article that appeared in the Carroll County *Currents* publication, thanking Master Gardener Laura O'Callaghan and husband Dave O'Callaghan for their generous Garden Grant to the Finksburg Library. Dr. Ball thanked them for this wonderful contribution to the community.

#### 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 October 19, 2022, Board of Trustees' meeting. Trustee Bream moved to end the October 19, 2022, Board of Trustees' meeting; Trustee O'Callaghan seconded.

**Motion status:** Motion carried unanimously.

#### VIII. Adjournment

Trustee Nevius-Maurer adjourned the meeting at 7:15 P.M.