

**CARROLL COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES**

**November 16, 2022
Approved**

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT- EXCUSED

Greg Kahlert

COMMISSIONER LIAISON

The Honorable Stephen Wantz

STUDENT GOVERNMENT ABSENT

Ms. Abigail Stevens, SGO President.

STAFF PRESENT

Jonathan Boyle
Gregg Bricca
Rob Brown
Dr. Kristie Crumley
Patti Davis
Clyde Johnson
Dr. Michelle Kloss
Dr. Kelly Koermer
Dr. Rose Mince
Alan Schuman
Laurie Shields
Lisa Slappy
Lynda Swanson
Steve Wantz

Board of Trustee Chair, Mary Kay Nevius-Maurer called the meeting to order at 6:00 P.M. and led the opening exercises.

Hearing no corrections or additions to the Agenda of November 16, 2022. Trustee O’Callaghan moved for approval of the meeting Agenda; Trustee Foster seconded. The November Agenda was unanimously approved.

Trustee Frager moved that the October 19, 2022, minutes be approved; Trustee Bollinger seconded. The October minutes were unanimously approved.

IV.A. President’s Report

Dr. James Ball, President, reported:

1. Dr. Ball invited Dr. Rose Mince, Provost, to deliver the Fall 2022 Credit Enrollment Analysis Report.

Dr. Mince reported the Board calendar calls for a Fall Credit Enrollment Analysis, based on data as of the official census date at the end of the third week of classes. The report provides an analysis of credit enrollment compared to prior Fall terms.

Dr. Mince reviewed the Fall 2022 Credit Enrollment Analysis Report with the Board. Some of the report highlights were:

- Fall 2022 enrollment is up over 4% from Fall 2021.
- The number of Fall 2022 students who returned from the prior Spring term is 1,030. This is a strong retention indicator.
- The total of dual-enrolled students for Fall 2022 is 807, up from 617 in Fall 2021.

Dr. Mince answered questions from the Board and then invited Mr. Gregg Bricca, Director of Institutional Effectiveness, to share a presentation about methods used to process data when preparing reports.

Mr. Bricca gave a demonstration of the Business Intelligence (BI) platform developed for users to access various dashboards of data in a digital format. Mr. Bricca showed the Board how to view the different dashboards of data used by faculty and staff for enrollment reports, program reviews, assessments, etc.

Mr. Bricca answered questions from the Board.

Dr. Mince commented that these data dashboards are a very powerful tool and thanked Mr. Bricca for his demonstration.

2. Dr. Ball thanked those Board members who attended the Continuing Education and Training CDL Ribbon Cutting Ceremony on Thursday, October 20, 2022. He also thanked everyone involved in the planning of the ceremony.

Dr. Ball stated his big takeaway from the event was hearing several comments about how valuable the CDL training program is because completers can leave career-ready with the potential of earning more than \$60K a year after a very short training process.

Trustee Frager commented the program is important to the community because there is such a need for commercial drivers.

Dr. Kelly Koermer, Vice President of Continuing Education and Training, said the highlight of the event was hearing the student speaker's story about how much the training program has changed his life. Dr. Koermer also thanked everyone involved with planning the event.

3. Dr. Ball, Trustee Chair, Nevius-Maurer and Trustee O'Callaghan attended the MACC Board of Directors meeting on Tuesday, October 25, 2022 via ZOOM.

Dr. Ball reported they were able to approve the FY 23 budget and approve the MACC Legislative Agenda for the upcoming legislative session.

4. Dr. Ball indicated that he and Trustees, Nevius-Maurer, Kahlert and O'Callaghan attended the Annual ACCT Leadership Congress on October 26-28, 2022 in New York City.

Dr. Ball talked about a presentation he attended at the conference about accreditation. He said it was very well-done and that he would share more of his takeaways at the Board Retreat in January.

Trustee O'Callaghan said that his focus at the conference was on board development and building enrollment. He said there were several sessions on board development, but surprised that there were no sessions on enrollment given all the challenges today.

Trustee Nevius-Maurer said among the sessions attended was one devoted to orienting first-time board members to ACCT and sessions on retention and retaining Hispanic and single parent students.

Dr. Ball mentioned that he attended a session on wraparound services for students. He added how wraparound services not only uplift the student, but also their families. Since so many families are in need right now, these services will likely be a growing trend.

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

Mr. Johnson gave a report on the College's partnership with the Boys and Girls Club (BAGC). He stated since participating in BAGC's Summer Workforce Academy was so successful, the College created "Exploration Carroll" which are program information sessions for the BAGC to attend on-campus. Mr. Johnson said he is also working on a diversity leadership activity for an upcoming BAGC Leadership program in development.

Mr. Johnson updated the Board on the status of the College's Diversity Audit by BDO. He stated the audit is complete and that BDO will present the final audit report to the Board at the next meeting on December 14, 2022.

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 updated the Board on the Starry Night Gala scheduled on December 2, 2022. He also thanked the Board members for their support of the event. He reported there is a new committee in charge of the auction and that sponsorships are the highest they've been in the last five years.

Mr. Wantz reported on the Giving Tuesday campaign on Tuesday, November 29, 2022.

Mr. Wantz spoke about different fundraising strategies underway for Athletics and STEM initiatives. He said that they will form a committee for the Technology initiative by the end of the year.

Mr. Wantz thanked the Board members for their continued and generous support.

IV.B. Academic Council

Mr. Jonathan Boyle, Academic Council President reported:

The Academic Council met on Friday, November 4, 2022. There were 17 proposals presented to Academic Council for review and approval. All proposals were approved unanimously.

Academic Council's next meeting will be held on Friday, December 2, 2022 on Microsoft Teams.

IV.C. Senate

Dr. Kristie Crumley, Associate Provost, Student Affairs and Marketing, gave the Senate report in the absence of Senate President Emily Salyards. Dr. Crumley reported:

The Senate met on Friday, November 11, 2022.

Dr. Crumley gave a report about the Blueprint legislation and how it will affect the College.

After committee reports, there was a brief discussion about how to recognize contributions of College part-time employees. Senators are reaching out to their constituents for input so it can be discussed further at the next meeting.

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

IV.D. Student Government Organization (SGO)

Dr. Kristie Crumley also gave the SGO report since Abigail Stevens, SGO President, was unable to attend the meeting. Dr. Crumley reported:

SGO is collaborating with Phi Theta Kappa to host a Fall Bingo Bonanza on Thursday, November 17, 2022. There will be opportunities to win gift cards and fall-themed prizes.

SGO is in the process of planning the end of year event which will be held in May.

Most of the SGO governance board and committee members have signed up to volunteer at Starry Night and are looking forward to the event.

The next SGO meeting will be held on Thursday, December 1, 2022.

IV.E. Commissioner

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

Now that elections are over and the current Commissioners' last official day in office is December 4, 2022. A reception held on December 1, 2022 from 12:00 p.m. to 2:00 p.m. at the County Government Building.

Commissioner Wantz gave a brief overview of what the current Commissioners have accomplished during their term.

The new elected Commissioners will start their term on December 5, 2022.

Commissioner Wantz also reported that they've added the position of Deputy Administrator to the County Government structure to assist with operations.

Commissioner Wantz ended his report thanking everyone. He said it's been a pleasure working with the Board and Administration of the College. He added that especially he and Commissioner Frazier are extremely proud of the College and all of its accomplishments.

Trustee Bollinger thanked Commissioner Wantz for everything he's done for the College, noting that he's been supportive and responsive as a Commissioner. The rest of the Board members offered their appreciation.

Dr. Ball wished Commissioner Wantz best of luck in all future endeavors.

IV.F. Planning Advisory Council (PAC)

Trustee Bream reported:

The Planning Advisory Council met twice since the last Board of Trustees meeting.

October 24, 2022, PAC Meeting:

Mr. Alan Schuman, Executive Vice President of Administration, gave a presentation on the FY2024 Operating Budget Requests.

November 7, 2022, PAC Meeting:

Mr. Schuman reviewed the FY2024 Operating Budget Proposal. Members were able to have open discussion and ask questions about the proposed FY2024 budget.

PAC members voted to endorse the proposed budget to Dr. Ball. The budget will be presented to the Board of Trustees at the December 14, 2022 meeting.

Dr. Mince announced the new name for assessment snapshots is "Quality Improvement Cycle (QIC)".

PAC members also brainstormed and then voted on ideas to assist the College in developing strategic plans to address challenges and changes associated with the Blueprint for Maryland's Future legislative changes.

The next PAC meeting will be held on Monday, December 5, 2022, in The Bollinger Family Conference Center (K100) at 3:30 P.M.

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

Trustee Frager reported:

1. 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 in order to keep the Board informed of the on-going status of the College's financial activities. The October reports are not the audited final statement.

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

Motion Status: Unanimously approved.

2. The Board of Trustees Policy requires approval of all Purchase Requisitions amounting to over \$25,000. The College and the County have been evaluating the condition of peeling paint on the ceiling interiors of metal roofs located on the A, C and M Buildings 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.

This fourth College project to be scheduled with the CCFRG FY23 funding is the painting of the entire interior metal ceiling surface in room A202, the Rebecca Howard Harmon Student Center. After review and consultation with the County's onsite Facilities Supervisor, the College's Director of Facilities Planning, and Valley Painting Company, Inc, it was determined the ceiling could be painted within a six-week timeframe.

A proposal was received from Valley Painting Company, Inc., piggy-backed on their time and materials term contract with Carroll County Government for a total of \$44,640.

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 Frager moved that the Board of Trustees authorize the College to award a construction contract, not to exceed \$50,000 to Valley Painting Company. Trustee Bollinger seconded.

Motion Status: Unanimously approved.

3. The Board of Trustees Policy requires approval of all Purchase Requisitions amounting to over \$25,000. The College is currently using Scholarship Solutions AwardSpring system to manage scholarships. The current solution is not meeting the College's needs. The College investigated different scholarship management solutions. Next Gen Web Solutions Scholarship Manager includes features required by the College at a price that fits in the budget.

Scholarship Manager will improve efficiencies for students, staff and donors as well as improve the student experience. The Board was provided with a list of features the new system has which were either not available or have improved functionality over AwardSpring.

Technology funds will be used for year one of this purchase. TAG endorsed this recommendation. The total cost of a three-year agreement is \$26,500.

Recommended Motion: Trustee Foster moved that the Board of Trustees authorize the College to award the purchase of Scholarship Manager in an amount not to exceed \$26,500 to Next Gen Web Solutions, Jacksonville, Florida. Trustee Frager seconded.

Motion Status: Unanimously approved.

4. Board Policy requires the Board of Trustees to approve the acceptance of all grants. The College has received notice of a Campus Care Grant Award for \$2,737. The purpose of this award is to provide funding for equipment for the new “Stress Free Room” in L194. This space is for students to have a place on campus to decompress during the day and/or practice healthy mindfulness habits.

Recommended Motion: Trustee Bollinger moved that the Board of Trustees accept the grant from the National Association of College Auxiliary Services (NACAS) Foundation in the amount of \$2,737 for FY2023. Trustee Foster seconded.

Motion Status: Unanimously approved.

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

Trustee O’Callaghan reported:

Information Items:

1. Two new support staff appointments include Erick Sanchez, Special Police Officer-Sergeant, effective January 9, 2023, and Constance Young, Financial Aid Associate, effective November 14, 2022.
2. One new temporary appointment includes Michael Tedder, Environmental Services Specialist, effective November 7, 2022.

VI.A. Old Business/New Business

Trustee O’Callaghan shared that the staff from the College Food Locker and the Library were recognized for doing great things in the community at the Light of Carroll event.

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 November 16, 2022, Board of Trustees’ meeting and meet in a closed Executive Session to discuss an issue of legal and general administrative consideration. Trustee O’Callaghan moved to end the official November 16, 2022, Board of Trustees’ meeting and meet in a closed Executive session; Mr. Bollinger seconded.

Motion status: Motion carried unanimously.

VIII. Adjournment

Trustee Nevius-Maurer adjourned the meeting at 7:18 P.M.