

**CARROLL COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES**

**December 14, 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

COMMISSIONER LIAISON

The Honorable Kenneth Kiler

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 Koerner
Dr. Rose Mince
Emily Salyards
Alan Schuman
Laurie Shields
Lisa Slappy
Lynda Swanson
Steve Wantz

Board of Trustee Chair, Mary Kay Nevius-Maurer called the meeting to order at 6:01 P.M. and led the opening exercises.

Hearing no corrections or additions to the Agenda of December 14, 2022. Trustee O'Callaghan moved for approval of the meeting Agenda; Trustee Bream seconded. The December Agenda was unanimously approved.

Trustee O'Callaghan moved that the November 16, 2022, minutes be approved; Trustee Frager seconded. The November 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 2022 Annual Institutional Effectiveness Assessment Report.

Dr. Mince reported that each year in December, the Institutional Effectiveness Assessment Report is presented to the Board to provide a snapshot of how Carroll Community College is fulfilling its mission.

2. Dr. Mince reviewed a summary of the Institutional Effectiveness Measures that were below the benchmark and those now approaching pre-COVID levels for some indicators, indicating recovery and those exceeding the benchmark.
3. Dr. Mince highlighted:
 - The Annual Unduplicated Headcount Enrollment was 8,199 for FY2022, up from 7,183 in FY2021, but still below the benchmark of 10,635 due to the effects of the COVID.
 - Student Perception of Financial Support was 77.6% in 2021, which is well above the benchmark of 60%. This is probably due to the College expanding financial aid to non-credit students and various grant assistance.

Dr. Mince continued:

- The College's Credit Course Success Rate was 81% in Fall 2021, up from 80.4% in 2020. Both years were above the 75% benchmark.
- Employee Job Satisfaction was 97.6%.

Dr. Koermer highlighted:

- Enrollment in Non-Credit Workforce Development Courses for FY2022 was 4,728 which is still below the benchmark, but up from 3,912 in FY2021. The pandemic and low unemployment are still having an impact on this measure.
- Enrollments in courses and conferences offered by MILLER Resources for Entrepreneurs were above benchmark at 302 in FY2022, which is up from 247 in FY2021.
- The annual Adult Education Unduplicated Student Headcounts for GED and ESOL both rose above their benchmarks. In FY2022, the College served 161 GED students (150 benchmark); and 239 ESOL students (200 benchmark).

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

Mr. Johnson reported that the presentation of the Diversity Audit Final Report by BDO has been rescheduled for the next Board Meeting on February 15, 2023. He stated the College Administrators and DEI Committee are still working with BDO to better understand the model used for the audit and its findings.

Dr. Ball commented that BDO has been very receptive of their feedback and that he's looking forward to the completion of the final report because it will provide a lot of visions for the College's future.

5. Dr. Ball asked Dr. Koermer to share information on the Advantage C Business Solutions Rebranding effort.

Dr. Koermer gave a presentation on the Business Solutions rebranding goals which included, attracting the right audience, avoiding brand confusion, and assuring ties to the College's brand. She explained that under the new brand, Advantage C, MILLER Resources for Entrepreneurs, and the partnership with SBDC (Small Business Development Center) will all now be under "Business Solutions" at Carroll Community College.

Dr. Koermer shared possible logo options with the Board members and asked for their feedback. The Board members gave their input on the logo graphics and shared several comments in support of the Business Solutions Rebranding.

Dr. Koermer took questions from the Board and thanked them for their feedback.

6. Dr. Ball thanked those who attended the PTA Graduation Ceremony on December 13, 2022. He stated it was a true privilege to recognize the extraordinary achievements of the 19 PTA graduates during the ceremony.
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 began his report by thanking the Board members for everything they've done to support the success of this year's Starry Night Gala on December 2, 2022.

Mr. Wantz continued:

He continued by sharing some of the Starry Night event preliminary revenue numbers. He said the event raised approximately \$210,600 in net revenue, and that the Give to the Cause campaign raised \$66,000 which will go towards a new iMac Computer Lab. He also reported that the auctions raised approximately \$35,000, which is a new record.

Mr. Wantz spoke about the STEM Scholar and Athletics fundraising initiatives. He said the first STEM Scholar Task Force Initiative Meeting was held on December 13, 2022. He also said they recruited a new member to the Athletics Initiative Task Force.

Dr. Ball asked Mr. Wantz to brief the College's new Commissioner Liaison, the Honorable Kenneth Kiler, on the College's current grant agreements with the County. Mr. Wantz gave a quick overview of the Commissioners' Matching Technology Grant, and the Workforce Development Technology Grant from the State of Maryland.

Mr. Wantz concluded his report by taking questions from Board.

The Board and Dr. Ball applauded for Mr. Wantz and his Staff for the remarkable job they did on the Starry Night event.

IV.B. Academic Council

Mr. Jonathan Boyle, Academic Council President reported:

The Academic Council met on Friday, December 2, 2022 at 2 p.m. on Microsoft Teams. There were 14 proposals presented to Academic Council for review and approval. All proposals were approved unanimously.

Academic Council's next meeting will be held on Friday, January 6, 2022 on Microsoft Teams.

IV.C. Senate

Emily Salyards, Senate President, reported:

The Senate met on Friday, December 9, 2022.

The guest speaker was Mr. Alan Schuman, Executive Vice President of Administration, who shared a presentation on the FY2024 Budget Briefing with the Senate.

The Senators compiled a list of ideas from their constituents on how to better recognize the College's part-time employees. They sent Dr. Ball 15 suggestions for review.

The next Senate meeting will be held on Friday, February 10, 2023.

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 that the end of the semester is a busy time of year. She shared a list of recent events and activities that have taken place on campus, such as, a Cider Toast for Graduates, Cookie Decorating, Comfort Dogs, Student Concerts, a World Cup Watch, and many more.

Dr. Crumley continued:

SGO had a wonderful time volunteering at Starry Night.

SGO will start working on their Spring elections when they return from Winter Recess in January.

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

Dr. Crumley stated student engagement on campus has increased enormously this semester, noting that club participation rates are getting back to pre-pandemic levels.

The Board and Dr. Ball applauded all of the SGO students who assisted at Starry Night and asked Dr. Crumley to thank them on the Board's behalf.

IV.E. Commissioner

Trustee Nevius-Maurer welcomed The Honorable Kenneth Kiler as the new Commissioner Liaison to the Board.

Commissioner Kiler said he was happy to be assigned to the College as the new Liaison to the Board and he looked forward to working with everyone throughout the next year. He also stated he will have a report to share at the next Board Meeting on February 15, 2023.

IV.F. Planning Advisory Council (PAC)

Trustee Bream reported:

The Planning Advisory Council met on December 5, 2022.

Gregg Bricca, Director of Institutional Effectiveness, debriefed the SWOT Analysis, which was conducted at the November meeting to identify the College's strengths, weaknesses, opportunities, and threats to prepare for the implementation of the Maryland Blueprint law.

Trustee Bream complimented Mr. Bricca on his fantastic SWOT Analysis presentation, noting that all of the Council members were in awe of the wonderful job he did.

The Council concluded with a survey where members were asked to list key takeaways from the Environmental Scan, what they want to know more about, and any questions they may have.

The next PAC meeting will be held on Monday, February 6, 2023, in The Bollinger Family Conference Center (K100) at 3:30 P.M.

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

Trustee Foster informed the Board that Mr. Alan Schuman, Executive Vice President of Administration, would give a report on the proposed FY2024 Operating Budget Request.

1. Mr. Schuman presented a PowerPoint presentation on the highlights of the FY2024 Operating Budget Request and noted that the final report will be submitted to the Board at their February 15, 2023, meeting for approval. The FY2024 Operating Budget Request was presented for information. Mr. Schuman answered questions from the Board.

Trustee Foster reported:

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

Recommended Motion: Trustee Foster moved that the Board acknowledge receipt of the November financial report. 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: Unanimously approved.

Trustee Frager reported:

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

The College is committed to creating a learning environment in which its supervisors and leaders can grow and develop. The College began exploring leadership solutions to bring to the institution that are flexible, research-based, competency-based and customizable. The solution needs to provide turnkey tools to support self-assessment and development (online, asynchronous capabilities) in addition to pre-defined curriculum that can be easily customized and delivered in-person, where appropriate. After a review of possible solutions, the framework, platform, and tools available via Developmental Dimensions International (DDI) meet the criteria.

The College is seeking approval to purchase a one-year subscription to the DDI platform, which will help supervisors at all levels intentionally develop appropriate competencies for supervising employees under their charge, resulting in improved performance, employee satisfaction, and outcomes for the College.

The total contract amount for a one-year subscription with DDI is not to exceed \$42,000.00.

Recommended Motion: Trustee Frager moved that the Board of Trustees authorize the College to purchase the software solution from DDI at a total contract amount not to exceed of \$42,000.00. Trustee Bollinger seconded.

Motion Status: Unanimously approved.

Trustee Bollinger reported:

4. Board Policy II-44 requires the Board of Trustees to approve the acceptance of all gifts to the College.

A Relaxation Room, in the library, is currently being developed. Currently the room has two chairs from storage. Trying to find durable, cleanable, comfortable, and affordable furniture has been a challenge. We have surveyed students who are using the space for what they would like to see, and their #1 request is more comfortable and relaxing furniture.

Dr. Kristie Crumley has agreed to donate four chairs that will work well in these spaces. .

Recommended Motion: Trustee Bollinger moved that the Board of Trustees accept the donation of four chairs as described from Dr. Kristie Crumley for the uses stated above with our sincere gratitude for her caring toward our students. Trustee Frager seconded.

Motion Status: Unanimously approved.

5. Information Security Program. Carroll Community College seeks to minimize its liability and protect the College, including its Board of Trustees, against risks inherent to the College's operations, including financial, operational, legal, and reputational by having a comprehensive risk management program to identify risk, mitigate exposure and actively seek prevention.

Trustee Bollinger continued:

The College's Cyber Security Team and the Technology Security Committee have worked to meet the U.S. Department of Education's updated standards under the Gramm-Leach Bliley Act, and continuously monitor the College's cybersecurity posture to enhance the program as necessary.

The College uses the Federal Financial Institutions Examination Council (FFIEC) – Cybersecurity Assessment Tool recommended by both the DOE and CliftonLarsonAllen to complete our risk assessment. This assessment requires a report on the overall status of the information security program is communicated to the Board of Trustees annually.

The inherent risk level using a risk profile and maturity level has the College composite inherent risk result score as minimal at 1.79. Based on the score, the cybersecurity maturity level is expected to have all components meet baseline, evolving, or intermediate. The College has met the goal as all components of the assessment factors are at or above baseline. The College will work towards strengthening components from baseline to evolving or intermediate when feasible.

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

Trustee Kahlert reported:

Information Item:

1. The College had seven new temporary appointments which included Victoria Blanks, Courtney Edwards, Robin Gaskill, Julius Knapp, III, Eugenia Melamed, Alice Morgan, and Jane Thorne.

VI.A. Old Business/New Business

Trustee Bollinger thanked Dr. Ball for the holiday gift baskets sent to the Board members which included a Lynx ornament designed by Scott Gore, Program Director, Digital Design and Fabrication, and created in the College Digital Fabrication Lab.

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 December 14, 2022, Board of Trustees' meeting. Trustee O'Callaghan moved to end the December 14, 2022, Board of Trustees' meeting and Trustee Bream seconded.

Motion status: Motion carried unanimously.

VIII. Adjournment

Trustee Nevius-Maurer adjourned the meeting at 7:44 P.M.