

**CARROLL COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES**

**February 15, 2023
Approved**

BOARD MEMBERS PRESENT

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

COMMISSIONER LIAISON

The Honorable Kenny Kiler

STUDENT GOVERNMENT

Ms. Abigail Stevens, SGO President

STAFF PRESENT

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

Board of Trustee Chair, Mary Kay Nevius-Maurer called the meeting to order at 5:35 P.M. and led the opening exercises.

Hearing no corrections or additions to the Agenda of February 15, 2023. Trustee O’Callaghan moved for approval of the meeting Agenda; Trustee Bollinger seconded. The February Agenda was unanimously approved.

Trustee Bream moved that the December 14, 2022, minutes be approved; Trustee Foster seconded. The December 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, (DEI) to present the BDO Diversity Audit Report and to introduce the BDO guests who were attending via Microsoft Teams.

Mr. Johnson presented the results of the Diversity Audit by introducing the BDO consultants Shirley Komoto, Alejandro Anievas and Shanna St. Martin, who conducted the audit process from April through December 2022. The BDO consultants presented their findings via MS Teams. The audit included surveys of students, faculty and staff, benchmarking DEI related presence on sixteen Maryland Community Colleges and five additional College’s websites against Carroll’s and a review of available policies, procedures and programs associated with DEI topics. The BDO team provided a rating of the College’s progress on DEI program implementation at 2.3 on a five-point, tiered rubric leading toward “Sustainable and Continuously Improving” program maturity. The Board was invited to ask questions of BDO, and they also asked Mr. Johnson several questions, including his thoughts on how to move forward with his work in the climate of the political landscape and if he anticipated any pushback regarding making DEI a College priority such as is happening currently in Florida and other States.

The Board and Dr. Ball thanked the BDO team for their informative report and their collaborative support during this process. They also thanked and praised Mr. Johnson for his continued efforts to move the College’s DEI program forward.

2. Dr. Ball provided a 2023 Maryland Association of Community Colleges (MACC) Legislative Agenda status update to the Board. He shared a brief synopsis of SB662-Higher Education-Appointment of Secretary and Student Financial Assistance-Alterations to the Board. Trustee O'Callaghan, who serves as the President on the MACC Executive Committee, also shared his thoughts on this bill.
3. Dr. Ball informed the Board that he met with Garrett Hoover, President, Carroll Hospital Center on January 31, 2023. He shared that Mr. Hoover has gladly accepted the College's invitation to be this year's Commencement speaker.
4. Dr. Ball attended the annual launch of the Chamber of Commerce's Carroll Biz Challenge on February 7, 2023, which was held in the Bollinger Family Conference Center. Dr. Koermer and staff worked on planning the event with Mike McMullen. Dr. Koermer noted that of the 85 people in attendance, 45 intended to compete. The event also featured the services of the Miller Center for Entrepreneurs, which helps competitors plan for and practice making the best business pitch. Dr. Ball remarked that Biz Challenges an exciting event, one that is enlightening for the College as we interact with budding entrepreneurs.
5. Dr. Ball expressed his thanks to Commissioner Kiler and his fellow Commissioners for the productive and honest exchange at the annual meeting between the Board of Trustees, Executive Team and the Board of County Commissioners held on February 14, 2023, at the College. He also thanked the Board and the Executive Team for their participation and excellent comments.
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 reported The Foundation will be hosting donor appreciation events for current and perspective donors of the College's athletic programs in concert with the Foundations' Task force initiative. He invited the Board to attend the first of these events on Thursday, March 2nd.

He invited the Board to join the Foundation Board for a social event at the Oakmont Green Golf Course on Thursday, April 6, 2023. A formal invitation will be sent.

The Foundation will be hosting a major online "Giving Day" in celebration of the College's 30th Anniversary on April 13, 2023. More details will be provided as soon as they are confirmed.

He informed the Board that the Foundation's *2022 Impact Report* is now available and has a lot of new design features incorporated in the report. He asked the Board to please share any feedback they may have on this new report format.

As of today, the Foundation has raised \$2.944 million in funds this fiscal year, which is well on the way to achieving the goal of \$3.1 million.

IV.B. Academic Council

Mr. Jonathan Boyle, Academic Council President reported:

Academic Council met on Friday, January 6, 2023. Six proposals were submitted and passed by the Council.

The February Academic Council meeting was canceled. The next meeting will be held on Friday, March 3, 2023

IV.C. Senate

Emily Salyards, Senate President, reported:

The Senate met on Friday, February 10, 2023.

Ms. Salyards continued:

Dr. Ball shared an update on progress toward improving part-time employee recognition based on Senate recommendations.

Guest speakers Becki Maurio, Associate Professor, World Languages, and Susan Leibman, Manager, Adult Education, spoke about new and growing initiatives targeted to English for Speakers of Other Languages (ESOL).

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

IV.D. Student Government Organization (SGO)

Ms. Abigail Stevens, SGO President reported:

SGO are accepting applications for Executive Board positions for next year.

The campus event committee is organizing a staff versus students “Lip Sync Battle” on March 3, 2023, in the Theater of the Scott Center.

The SGO Board had a new group photo taken that will replace the one currently hanging in the Boardroom.

Ms. Stevens shared that she is reaching out to student governments within the MD community colleges to gather feedback on how they operate their SGO programs to help guide the SGO future framework for Carroll.

Dr. Crumley, Associate Provost, updated the Board on the many student support programs that are available to our students. She also indicated that, related to this information, the Board has an action item (Notice of Grant Award-Maryland Higher Education Commission) (MHEC) – Hunger Free Campus Grant, in tonight’s Board materials.

IV.E. Commissioner

The Honorable Kenny Kiler Commissioner Liaison to the Board reported:

Commissioner Kiler stated that he loves Carroll County and enjoyed listening to the conversations that took place during the College’s presentation to the Commissioners on February 14th. He is proud of how our county can all work together to achieve their goals.

He thanked the Board and Dr. Ball for the informative meeting and appreciated the attention to detail throughout the presentation. He liked the phrase that the College continuously emphasized “Carroll Community College is Part of the Solution.” He also was proud to see the high ranking of the College, and the economic impact the College contributes to the County’s economy.

The Commissioner commented that Carroll’s Board meetings are unlike others he has attended. He acknowledged how everyone attending is included; and how well everyone works together as a team.

The Commissioner reviewed the upcoming legislative year and the challenges the County will face helping Carroll County Public Schools address implementation challenges under the Blueprint for Education in Maryland. He also discussed the Commissioners’ work on the MACO legislative committee and their weekly presence in Annapolis during the legislative session.

He thanked the Board for their support and was remarked that he is glad he was assigned to serving as liaison to the College.

IV.F. Planning Advisory Council (PAC)

Trustee Bream reported:

The Planning Advisory Council met on Monday, February 6, 2023.

The FY2023 Annual Strategic Priorities – mid-year updates were reviewed.

A review of the College's Institutional Effectiveness (IE) measures was the central topic of the meeting. Groups were formed and asked to rate each IE measure as to its alignment with the College mission goals and related performance standards.

Mr. Schuman, Executive Vice President of Administration, provided an update on the FY2023-2024 Operating Budget Request.

The next meeting will be held on Monday, March 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. Schuman would provide an update on the FY2024 Operating Budget Request and the Tuition and Fee Structure for FY2024.

Mr. Schuman reported that the Fiscal Year 2024 Budget Request is essentially the same as previously discussed in detail at the December 2022 Board meeting. In addition to the operating budget submittal, the Board was provided with modifications on the original County supplemental request. Mr. Schuman answered questions from the Board and the Commissioner.

Trustee Foster reported:

1. The Board must approve the annual budget request pursuant to the Board of Trustees Policy Manual. Annually, the College prepares an operating budget effective July 1 of the upcoming fiscal year. The budget development process seeks to match resources with expenditures required to fulfill the mission of the College.

Recommended Motion: Trustee Foster moved that the Board of Trustees approve the Fiscal Year 2023-2024 Proposed Operating Budget and authorize the President to transmit it to the Board of Carroll County Commissioners for their review. Mr. Bollinger seconded.

Motion Status: Unanimously approved.

Then Mr. Schuman reviewed the in-county and out-of-county tuition rates with the Board.

Trustee Foster continued:

2. Pursuant to the Board of Trustees Policy, the Board must approve the Tuition and Fee structure of the College prepared in conjunction with the development of the annual operating budget. The Board of Trustees must approve a Tuition and Fee Structure in conjunction with FY2024 budget request, to be effective Summer Session 1, 2023.

No tuition increase is recommended for in-county rates. To remain compliant with State Law, a 4.2% increase is recommended for out-of-county students and an 8.1% increase is recommended for out-of-state students.

Recommended Motion: Trustee Foster moved that the Board of Trustees approve the revised Tuition and Fee Structure for the tuition increase, effective Summer Session 1 – 2023, for Credit Students and Fall Session 2023, for Continuing Education and Training. Mr. Bollinger seconded.

Motion Status: Unanimously approved.

3. Financial monthly reports are provided to the Board of Trustees to keep the Board informed of the ongoing status of the College's financial activities. A review of the financial statements for the periods ending December 31, 2022, and January 31, 2023, reveals normal and reasonable receipts, disbursements, and encumbrances.

Recommended Motion: Trustee Foster moved that the Board acknowledges receipt of the December and January 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: Unanimously approved.

4. Financial Audit Services for FY23 through FY27. The Board of Trustees Policy requires approval of all Purchase Requisitions amounting to over \$25,000. In November of 2022, the College released a Request for Proposal (RFP) to perform the financial audit of the College and Foundation Office. Carroll will no longer be under contract with a firm to perform the yearly audits.

The Board was provided with the criteria on which the Technical Scores were based upon.

Recommended Motion: Trustee Foster moved that the Board of Trustees authorize the College to award the contract to CliftonLarsonAllen for Audit Services for Carroll Community College and the Carroll Community College Foundation. Trustee Frager seconded.

Motion Status: Unanimously approved.

5. College Bookstore Operations - Approval of Purchase Requisition over \$25,000. The Board of Trustees Policy requires approval of all College Bookstore Operations.

In October of 2022, the College released a Request for Proposal (RFP) to search for the operator of the College's campus bookstore. Carroll's current contract with Follett will expire on June 30, 2023. Follett has managed the bookstore for the full term of a ten-year total contract.

The RFP was written to solicit proposals for various operational methods, including an onsite, "brick-and-mortar" store, a virtual store, or a hybrid of the two.

The Technical Points shown on the scoring summary are the average, combined scores of the independently completed evaluations for each offeror by each committee member, which was provided to the Board for their review.

Based on the combined total scores, the recommended firm is Follett Higher Education Group of Westchester, Illinois. The initial contract term is five years with the option to renew for an additional five-year term.

Recommended Motion: Trustee Foster moved that the Board of Trustees authorize the College to award the contract to the Follett Higher Education Group of Westchester, Illinois for the management of Carroll's college bookstore operations. Trustee Kahlert seconded.

Motion Status: Unanimously approved.

Trustee Foster continued:

6. Life and Long-Term Disability Insurance. The Board of Trustees Policy requires approval of all Purchase Requisitions amounting to over \$25,000.

In November of 2022, the College released a Request for Proposal (RFP) to search for an insured provider of Life Insurance and Long-Term Disability Insurance for its employees and families. Carroll's current provider for the two insurances is New York Life. The College worked with its Health Insurance Broker, PSA, to conduct this analysis.

The Total Scores and criteria were provided to the Board for their review.

Recommended Motion: Trustee Foster moved that the Board of Trustees authorize the College to award New York Life of King of Prussia, Pennsylvania to be the provider of the College's Basic Life and AD&D and Long-Term Disability Insurance plans. Trustee Frager seconded.

Motion Status: Unanimously approved.

7. The Board of Trustees Policy Item requires approval of all Purchase Requisitions amounting to over \$25,000. As part of the technology upgrade process the College is upgrading the iMac computers in K206 (credit Mac lab) to Mac Studio computers.

The displays will be purchased off an existing State of Maryland Contract.

Recommended Motion: Trustee Foster moved that the Board of Trustees authorize the College to award the purchase of Apple Studio Displays in an amount not to exceed \$28,481 to Apple Inc. using the Maryland Education Enterprise Consortium (MEEC) Hardware Agreement 2017-2026 Contract #UMD-972-016. Trustee Kahlert seconded.

Motion Status: Unanimously approved.

Trustee Bollinger reported:

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

Continuing Education and Training requests to purchase a Hybrid and Electric Vehicle Trainer with Mobile Stand. This trainer will be used for students preparing to sit for the ASE L3 certification, Light Duty Hybrid/Electric Vehicle Specialist test. This system assists students with practical learning applications of battery systems, internal combustion engines, drive systems, power electronics, and hybrid supporting systems.

Continuing Education and Training also requests to purchase Electrical Wiring and Fabrication Training Systems. These trainers will be used for students enrolled in the electrical apprenticeship and electrical helper programs.

The College has selected Amtek Company, Inc. as the vendor using the Howard County Public School System Contract #039.20.B5 – Career and Technology Education Supplies and Equipment. Funds from the Rural Maryland Council grant will be used to fully purchase equipment.

Recommended Motion: Trustee Bollinger moved that the Board of Trustees authorize the College to purchase a Hybrid and Electric Vehicle Trainer with Mobile Stand and Electrical Wiring and Fabrication Training Systems in an amount not to exceed \$120,000 from Amtek Company of Arnold, Maryland using monies from the Rural Maryland Council Grant to fully fund this purchase. Trustee Foster seconded.

Motion Status: Unanimously approved.

9. Notice of Grant Award, Maryland Higher Education Commission (MHEC) – Hunger-Free Campus Grant. Board Policy requires the Board of Trustees to approve the acceptance of all grants.

Benefits Data Trust (BDT) and Maryland's community colleges seek to identify better approaches to connect students to financial aid and public benefits that can help students meet their basic needs, focus on learning, and improve academic outcomes. Informed by surveys and discussions with members of the Maryland Association of Community Colleges, BDT is coordinating a pilot project in AY2022-23 that would help institutions.

The entirety of the \$2,500 Hunger-Free Campus Grant will pay for half of the cost of the partnership with the Benefits Data Trust. The cost of the Training Cohort is \$5,000 and Carroll Community College will pay the remaining \$2,500 from the operating budget.

The partnership between Carroll Community College and the Benefits Data Trust has been cultivated since the 2021-2022 academic year and throughout the pilot year of 2022-2023 through the Maryland Community College Chief Student Affairs Officers Affinity group. The Board was provided with a brief table that shows what our partnership will entail.

Recommended Motion: Trustee Bollinger moved that the Board of Trustees accept the Maryland Higher Education Commission (MHEC) – Hunger-Free Campus Grant in the amount of \$2,500. Trustee Foster seconded.

Motion Status: Unanimously approved.

10. Single Audit Analysis FY2022 update- The College participates in the Single Audit, A-133, which is a comprehensive review of Federal grants and evaluates the processes and internal controls of programs to provide reasonable assurances that the institution maintains compliance within the guidelines set forth by the governmental agencies responsible for these funds.

The College's Single Audit reviews processes and procedures of Title IV programs sponsored by the United States Department of Education (USDE). These programs include College Work Study, Supplemental Education Opportunity Grant, Pell Grant, Direct Student Loan and HEERF.

The Single Audit Finding, that was provided to the Board, did not have an impact on the presentation of the College's audited financial statements. There are no questionable costs related to the auditor's finding when assessing the total funding of the Title IV programs.

The Single Audit for fiscal year 2022 testing concluded with the following findings:

- Significant Deficiency in Internal Control Over Compliance - Other Matters

Update: After management was notified of the reporting requirements in the HEERF quarterly reports required to be posted on the College website, the College reviewed all quarterly reports and made edits and corrections to be compliant with the US Department of Education reporting requirements.

11. The Non-Operating Funds funds were provided to the Board for information only.
12. The quarterly report reflecting items purchased more than \$10,000 and less than \$25,000 were provided to the Board for information.

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

Trustee O'Callaghan reported:

1. The College proposed two new professional appointments to include Justin Frock, Faculty Member - Business and Technology, effective January 9, 2023, and Brandon Shurn, Faculty Member - Social Sciences, effective January 9, 2023.

Recommended Motion: Trustee O'Callaghan moved that the Board of Trustees approve the appointments of Justin Frock and Brandon Shurn.

Motion Status: Unanimously approved.

Trustee Kahlert reported:

2. Several new temporary appointments were provided to the Board for information.

VI.A. Old Business/New Business

Dr. Ball asked if any Board Members would like to attend the *Taste and Toast*, a culinary event to support BridgingLife Comfort and Care on April 24, 2023 at 1623 Brewing Company, Eldersburg.

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 February 15, 2023, Board of Trustees' meeting and meet in a closed Executive Session to discuss an issue of legal and general administrative consideration. Trustee Bream moved to end the official February 15, 2023, Board of Trustees' meeting; Trustee Foster seconded.

Motion status: Motion carried unanimously.

VIII. Adjournment

Trustee Nevius-Maurer adjourned the meeting at 7:25 P.M.