

**CARROLL COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES**

**March 15, 2023
Approved**

BOARD MEMBERS PRESENT

Dave Bollinger
Diane Foster
Kelly Frager – via conference phone
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 Tom Gordon

STUDENT GOVERNMENT

Olivia Mason, SGO Representative to the Board

STAFF PRESENT

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

Board of Trustee Chair, Mary Kay Nevius-Maurer called the meeting to order at 5:40 P.M. and led the opening exercises.

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

Trustee O’Callaghan moved that the February 15, 2023 minutes be approved; Trustee Kahlert seconded. The February minutes were unanimously approved.

IV.A. President’s Report

Dr. James Ball, President, reported:

1. Dr. Ball asked Dr. Mince, Provost, to provide an update on the 2023 Spring Credit Enrollment.

Dr. Mince reported that Spring 2023 enrollment, based on headcount, has increased considerably from last year (10.8%). The increase in Full Time Equivalents (FTE) at 5.7% is lower than the headcount increase because of the number of dual enrollment students, who are predominantly part-time students. For most student types, the Fall-to-Spring retention rate is higher than last Spring. The 66.8% rate for all students is consistent with pre-COVID numbers.

The number of courses taught via face-to-face instruction has increased over last Spring. The reduction in the enrollment in online synchronous (R-SYNC) courses has continued; online asynchronous course enrollment has remained consistent to meet student demand.

The number of dual enrollment students has increased by nearly 50% compared to last Spring. Dr. Mince reviewed the specifics of each of the groups mentioned.

Dr. Mince and the Board thanked Gregg Bricca, Director of Institutional Effectiveness, and his team for compiling this excellent report.

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

Mr. Johnson reported the DEI Audit report was rolled out to the Carroll Faculty and Staff at the March 14th 2023 Townhall Meeting. Shirley Komoto from BDO USA, LLP, shared an abridged version of the report shared with the Board at the February meeting, highlighting the Process Maturity Model, the Benchmarking with the Maryland Colleges, and some of the results.

The next steps in this process:

- The 49 recommendations were prioritized by the Executive Team and the DEI Committee.
- The Planning Advisory Council (PAC) will read the report and be engaged in a visioning process at the April PAC meeting.
- Work with Continuing Education and Training (CET) to replicate the survey for CET.
- And to provide the campus with resources around the Process Maturity Model.

He shared that the College is currently Celebrating Women's History Month and today we celebrated Irish American Heritage Month with the *On the Lash Band* , a wonderful performance in the Babylon Great Hall.

A trip to the Smithsonian African American Museum will take place on Friday, March 17th.

3. Dr. Ball attended the virtual Student Advocacy Day on February 21, 2023. Students from around the State gathered to hear Maryland legislators speak in support of community colleges. After the opening session , Carroll students met virtually with the Carroll County Delegation. Unfortunately , this meeting always coincides with House and Senate Session, which limits legislator attendance. Carroll students were able to meet Delegate Bouchat and Senator Ready. They shared their experiences and expressed their deep satisfaction with Carroll Community College. Delegate Eric Bouchat was very empathetic and responsive to the students. Senator Justin Ready also spoke on his experience attending Carroll and provided an update on the legislative session.
4. Dr. Ball asked Trustee O'Callaghan, President of the Maryland Association of Community Colleges (MACC) Executive Committee, to share an update on the 2023 Legislative Agenda.

Trustee O'Callaghan reported that this is a busy week for the legislators moving bills from both sides of the house in order to be approved. He indicated the 2023 budget is looking good and bills are moving in a positive direction.

5. 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 shared flyers with the Board on the Family FunFest event taking place on April 29, 2023 from 9:00 A.M - 3:00 P.M. at the College. Sponsorships for the event are doing exceptionally well. He invited the Board to volunteer at this event, so we can demonstrate to the community the great leadership of our Boards.

The Foundation held their Athletics Initiative Task Force event on March 2, 2023, in the Babylon Great Hall. Architectural renderings were unveiled to show perspective donors the College's vision for the College's athletic field and complex. Trustee Kahlert commented that the renderings were amazing and very impressive.

Invitations were emailed for the Foundation and Board of Trustees Social event on April 6, 2023, at Oakmont Green Golf Course. Please rsvp if you plan to attend.

Mr. Wantz updated the Board on the Foundations FY23 Fundraising Initiatives.

Dr. Ball shared and reviewed a flyer with the College's 30th Anniversary Celebration events taking place with the Board.

IV.B. Academic Council

Mr. Jonathan Boyle, Academic Council President reported:

The Academic Council met on Friday, March 3, 2023. Fifteen proposals were submitted and unanimously approved by the Council.

The Council's next meeting will be held on Friday, April 7, 2023.

IV.C. Senate

Emily Salyards, Senate President, reported:

The Senate met on Friday, March 10, 2023. Dr. Ball attended to share College updates.

The Senate was updated on the revisions of the College Drug Testing Policy.

The Senate voted to endorse the Carroll Community College Drug-Free Schools and Communities Drug-Free Workplace Policy.

Election for Senators will take place in April. The next meeting will be held on Friday, April 14, 2023.

IV.D. Student Government Organization (SGO)

Ms. Olivia Mason, SGO Representative to the Board, reported:

Dr. Crumley, Associate Provost, introduced Olivia Mason as the new SGO Representative to the Board and shared her many impressive accomplishments while attending Carroll Community College.

Ms. Mason introduced herself to the Board and indicated that she would be attending the Board meetings for the rest of the year.

Ms. Mason attended Student Advocacy Day and informed the Board that this was a fun event for her, since she is very interested in government and politics. She enjoyed meeting our legislators and talking with them on how they can support our students. She enjoyed listening to Delegate Bouchat, who was very candid and honest about his experience and struggles with mental health. She stated it was nice to see the humanity behind the politicians, which you don't get to see very often.

SGO are completing interviews for the new Executive Board positions for next year.

Ms. Mason reviewed recent and future student activities and events with the Board.

An increased effort to reach out and engage students on campus issues is a top priority for SGO.

IV.E. Commissioner

The Honorable Tom Gordon reported for Commissioner Liaison, Kenny Kiler:

Commissioner Gordon expressed his gratitude to the Board and Dr. Ball for their Outreach Meeting with the College on February 14th. He appreciated the professionalism and the ability for all parties to work together cohesively as a partnership.

The Commissioner continued:

The Commissioners will begin the budget cycle in the next couple of weeks, which will include a wide range of budget necessities to address. The Commissioner stated that the College has always been the cornerstone of the Community and is something he feels should be made a priority educationally and economically. He thanked the Board and staff for all their hard work and looks forward to working with the College.

IV.F. Planning Advisory Council (PAC)

Trustee Kahlert reported:

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

The meeting began with an informative tour of four Continuing Education and Training (CET) rooms and new equipment; to include the Dental Lab, Precision Manufacturing, Electrical Vehicle Repair, Augmented Reality Welding/Electrical Simulations, and Auto Technology.

Academic and Continuing Education instructional programming and plans were discussed.

An environmental scanning activity conducted by Dr. Michelle Kloss, Associate Provost Assessment & Institutional Effectiveness. PAC members were divided into six groups to participate in an Environmental Scanning Activity. Each group was assigned an article to read that aligned with Compass Priority goals. The groups met and discussed the main points of the article assigned. Then, one member from each group met with other groups and shared the main points of their article with each other. The meeting pre-work documents were distributed via email prior to the meeting. Mr. Kahlert stated that this was a very informative and beneficial exercise.

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

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

Trustee Foster reported:

1. Financial monthly reports are provided to the Board of Trustees in order to keep the Board informed of the ongoing status of the College's financial activities. A review of the financial statements for the period ending February 28, 2023, reveals normal and reasonable receipts, disbursements, and encumbrances. The February reports are not the audited final statement.

Recommended Motion: Trustee Foster moved that the Board acknowledges receipt of the February 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.

2. Board of Trustees Policy Item requires approval of all Purchase Requisitions amounting to over \$25,000. The College's current three-year Palo Alto (Palo) firewall subscription services will expire in July 2023. Palo has changed its pricing model and enhanced its security subscription services over the past three years. To maximize contract discounts and offset security subscription cost increases, the College negotiated with Palo to change the hardware architecture, migrate from basic to advanced subscription features, and add a new DNS security subscription.

The College is recommending a pair of Palo Alto 3420 firewall devices running in active/passive high availability with Advanced URL Filtering, Advanced Threat Protection, Advanced WildFire, and Advanced DNS security subscriptions.

Recommended Motion: Trustee Foster moved that the Board of Trustees authorize the College to award the purchase of Palo Alto firewalls, subscription services, and hardware support in an amount not to exceed \$357,000 for the five-year term using the MEEC Agreement - MEEC-UMD-972016 contract to Skyline Technology Solutions. Trustee Bollinger seconded.

Motion Status: Unanimously approved.

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

The College develops, and submits to the State, a Facilities Master Plan (FMP) which supports the institution's role and mission. As defined by the Maryland Community College Facilities Manual, the foundation of the FMP "is the collection, projection, and analysis of data, the identification of facility needs, and the development of recommendations to meet these needs over a 10-year period. The collection of data should be consistent and systematic to identify, evaluate and address the conditions that affect the college's capital program." Plans are updated every ten years. The College's current FMP is for years 2015-2025.

Recommended Motion: Trustee Foster moved that the Board of Trustees authorize the College to award a contract for a Facilities Condition Assessment to Brightly Software Solutions, Inc. of Cary, NC not to exceed \$54,000, with the understanding the College will be reimbursed for fifty percent (50%) of the cost from Carroll County Government. Trustee Bollinger seconded.

Motion Status: Unanimously approved.

Trustee Bollinger reported:

4. Board Policy requires the Board of Trustees to approve the acceptance of all grants. Carroll Community College has received several grants from multiple sources to administer the activities of the Small Business Development Center (SBDC) for the Northern Region.

Recommended Motion: Trustee Bollinger moved that the Board accept the grants for the SBDC from the following entities in the amounts stated below:

- The University of Maryland in the amount of \$425,666;
- Carroll County Office of Economic Development in the amount of \$68,000;
- Harford County Office of Economic Development in the amount of \$30,000;
- Cecil County Office of Economic Development in the amount of \$12,000;
- Frederick County Office of Economic Development in the amount of \$65,000; and
- Harford Community College Foundation in the amount of \$92,000.

Trustee Foster seconded.

Motion Status: Unanimously approved.

5. Approval of College Policy to Modify Sick and Safe Leave Policy for Certain Part Time Employees Adding Bereavement Leave. The Board must approve all policy changes. It is the policy of Carroll Community College to provide paid "earned sick and safe" (ESS) leave for part-time employees eighteen and older who regularly work at least 12 hours per week. This includes hourly part-time, credit adjunct faculty, non-credit adjunct faculty, coaches, student workers, temporary and seasonal employees if they meet the hourly requirements.

The College is recommending that the use of sick and safe leave for part-time employees be extended for bereavement purposes the same as is currently approved for full-time benefit eligible employees.

Trustee Bollinger continued:

Recommended: The Board of Trustees take action to approve the modification to the College Policy to modify the use of sick and safe leave to allow for the purpose of bereavement leave for part-time employees at its next Board of Trustees meeting.

6. Approval of modifications to the College Drug Testing Policy and the Carroll Community College Drug-Free Schools and Communities Act and Drug-Free Workplace Acts. The Board must approve all policy changes.

Maryland voters passed HB 837, which decriminalizes non-medical marijuana and goes into effect on July 1, 2023. Maryland residents passed a constitutional amendment that would allow people 21 and older to possess 1.5 ounces of marijuana beginning in July. The state will also remove criminal penalties for possession of up to 2.5 ounces of cannabis. <https://mmcc.maryland.gov/Pages/Legalization-of-Non-Medical-Cannabis.aspx>.

Recommended: The Board of Trustees take action to approve the modification to the College Drug Testing Policy and the Carroll Community College Drug-Free Schools and Communities Act and Drug-Free Workplace Acts at its next Board of Trustees meeting.

V.B. Personnel, Instruction, and Related Policies Committee
Trustee Kahlert reported:

1. The College proposed two new professional appointments to include John Cornfoot, Cybersecurity Manager, effective March 27, 2023 and Jennifer Werner, Grants Accountant, effective February 20, 2023.

Recommended Motion: Trustee Kahlert moved that the Board of Trustees approve the appointments of John Cornfoot and Jennifer Werner. Trustee O'Callaghan seconded.

Motion Status: Unanimously approved.

Information items:

2. Two new support staff appointments include Teresa Leatherwood, Student Engagement Associate, effective May 1, 2023 and Leigh Muller, Administrative Associate-Campus Police, effective March 6, 2023.
3. Several new temporary appointments were provided to the Board for information.

Trustee O'Callaghan reported:

4. Changes of status for professional staff include Jennifer Garrett from Coordinator, Operations to Coordinator, CET Operations; Isaac Samuels, Senior Database Administrator/Programmer to Senior Database Analyst/Developer; and Carol Shipley from Assistant Director, Data Analytics to Senior Data Analyst.

Recommended Motion: Trustee O'Callaghan moved that the Board of Trustees approve status of changes for Jennifer Garrett, Samuel Isaac and Carol Shipley. Trustee Kahlert seconded.

Motion Status: Unanimously approved.

Information items:

5. Change of status for support staff include Julie Shoul from Facilities and Scheduling Specialist to Facilities Project Specialist.

Trustee O'Callaghan continued:

6. The College informed the Board of two employee separations for Andrea Caffrey, Administrative Associate and Tekielia Leigh, Environmental Services Specialist.

VI.A. Old Business/New Business

No old or new business was reported.

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 March 15, 2023, Board of Trustees' meeting. Trustee Foster moved to end the March 15, 2023, Board of Trustees' meeting; Trustee O'Callaghan seconded.

Motion status: Motion carried unanimously.

VIII. Adjournment

Trustee Nevius-Maurer adjourned the meeting at 6:54 P.M.