

**CARROLL COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES**

**December 13, 2023
Approved**

BOARD MEMBERS PRESENT

Dave Bollinger
Sherri-Le Bream
Diane Foster (via conference phone)
Kelly Frager
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

Liz Salmond (excused)

STAFF PRESENT

Joseph Bradley
Gregg Bricca
Rob Brown
Dr. Kristie Crumley
Patti Davis
Clyde Johnson
Dr. Michelle Kloss
Dr. Kelly Koerner
Dr. Rose Mince
Emily Salyards
Lisa Slappy
Lauren Walker
Mary Wallace
Steve Wantz

Board of Trustee Chair, Mary Kay Nevius-Maurer called the meeting to order at 5:48 p.m. and led the opening exercises.

Hearing no corrections or additions to the Agenda of December 13, 2023, Trustee Nevius-Maurer asked for a motion to approve the Agenda. Trustee Frager moved to approve the Agenda; Trustee O'Callaghan seconded. The December 13, 2023, Agenda was unanimously approved.

Trustee Bream moved that the November 15, 2023, minutes be approved; Trustee Bollinger 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 2023 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.

Dr. Mince and Dr. Koerner reviewed the 39 Institutional Effectiveness Measures included in the report. The report begins with a written summary of the items that are below the benchmark and then those that exceed the benchmark within the time frame for the different measures.

Each benchmark receives a five-year review, but those five years span different amounts of time depending on the measure. Several of them are lagging measures, which means that it takes a year or two to report the data. The Planning Advisory Council (PAC) reviewed the measures last year to keep the report fresh and current by implementing changes to the measures that have lost their impact.

Dr. Mince highlighted:

- The Annual Unduplicated Headcount Enrollment was 8,879 for FY2023, up from 8,199 in FY2022, but still below the benchmark of 10,635.
- More than 70% of students are part-time.
- The High School Graduation Enrollment Rate indicated that of all Carroll County Public School graduates, 20% come to Carroll Community College. Next year, Institutional Effectiveness will break out the percentage of those students that were previously dually enrolled and begin tracking that measure.
- 88% of our students from 2021 are employed within one year of program completion.
- The Four-year Graduation and Graduation-Transfer rate exceeded their benchmarks.

Dr. Koerner highlighted:

- Enrollment in the Noncredit Workforce Development, Licensure and Certification, has increased compared to enrollment in FY 2022/23.
- Many students are using our Career Counseling Services to prepare for seeking employment.
- Miller resources for entrepreneurs is continuing to exceed the benchmarks with the number of startups, businesses, and business clients served. The inaugural Winter Market was a tremendous success with 60 vendors, 13 were students or employees of the College and 28 vendors were on the waitlist.

2. Dr. Ball shared that a recognition ceremony was held on November 16, 2023, for the naming of the Administration Suite in honor of Alan Schuman. Dr. Ball acknowledged the generous support from friends of the College, Cigna Healthcare and PSA/a Hilb Company.
3. Dr. Ball along with Trustees O'Callaghan and Kahlert attended the *Symposium for a Better Carroll* on December 8, 2023, at the Exploration Commons. Dr. Ball shared that Dr. Ben Carson was the keynote speaker focusing on the topic of understanding and developing solutions for the economic challenges that citizens in our county experience.
4. The annual Physical Therapist Assistant (PTA) Program Graduation Ceremony was held on December 12, 2023. Dr. Ball was able to congratulate our 12 graduates, and he spoke highly about the "dynamic duo," two PTA students selected to speak for the class during the ceremony.
5. Dr. Ball highlighted the tremendous success of the College's first Winter Market held on Saturday, December 9. Business Solutions at Carroll Community College aligned with Miller: Resources for Entrepreneurs and the Small Business Development Center (SBDC) to put on Winter Market which was a well-attended event offering a festive marketplace for community members to shop, eat, engage and experience the College's facilities.
6. Dr. Ball invited Mr. Clyde Johnson, Executive Director, Diversity, Equity, and Inclusion, (DEI) to provide his monthly update to the Board.

Mr. Johnson reported the College offered 27 professional development opportunities related to Diversity, Equity, Inclusion, and Belonging (DEIB). Six of the training opportunities were provided using resources available via DDI (Developmental Dimensions International) which focused on "Developing an Inclusive Environment". The programming supported over 230 attendees. The DEIB committee wants to focus on the possibilities of broadening outreach to the community for several future training efforts.

Mr. Johnson also shared that the Boys and Girls Club Teen Night on November 17, 2023, had 31 attendees. Mr. Johnson was asked to provide the after-dinner discussion, "Finding Support Systems". The group discussed issues, coping strategies and resources for support and assistance.

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 for their support of the Starry Night Gala, which was held the evening of Friday, December 1, 2023. In addition to sponsorships, the Foundation generated \$109,000 in income during the evening. This contributed to the Foundation realizing an event all-time high of over \$226,000 in net revenue.

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

IV.B. Academic Council

Ms. Mary Wallace, Academic Council President reported:

The Academic Council met on Friday, December 1, 2023. Nine proposals were approved. Ms. Wallace summarized these proposals with the Board. The next meeting will be held on January 5, 2024.

IV.C. Senate

Ms. Emily Salyards, Senate President reported:

The Senate met on Friday, December 8, 2023. The guest speaker was Patti Davis, Vice President of Administration, who shared a presentation on the FY2025 Budget Briefing with the Senate.

Ms. Salyards reported that Senators have been asked to reach out to their constituencies for feedback regarding the removal of the security desk at the entrance of building A.

Senate meets again on Friday, February 9, 2024.

IV.D. Student Government Organization (SGO)

Dr. Kristie Crumley provided the SGO report for SGO President, Liz Salmond, who was unable to attend the meeting.

Dr. Crumley reported SGO had a very successful Fall semester. They were involved in Club Fair Day and able to get students interested in SGO at the beginning of the semester. The SGO Instagram page gained 32 followers since September 1. Instagram is used to promote events, share meeting information, and engage students in interaction.

Dr. Crumley shared SGO hosted three very successful events for students this semester, including Trunk or Treat just prior to Halloween, a Fall Picnic, and a Winter Wonderland event.

On behalf of Liz Salmond and the SGO, Dr. Crumley expressed appreciation to Mr. Wantz, the Foundation staff, and the Board of Trustees for inviting SGO to be a part of the incredible Starry Night Gala. In addition, Dr. Crumley reported that SGO generously donated the \$200 earned from Starry Night coat-check tips to the Boys and Girls Club of Westminster.

Trustee Nevius-Maurer and Dr. Ball expressed their gratitude to Liz Salmond and the entire SGO for inviting them to the SGO meeting last month.

IV.E. Commissioner

The Honorable Kenny Kiler, Commissioner Liaison to the Board of Trustees, reported:

The 2024 Budget outlook is uncertain currently. The County continues to be cautious due to anticipated budget cuts.

Commissioner Kiler stated how much he has enjoyed being a part of the College's Board of Trustee meetings. The Commissioner learned a lot about the College and hopes to continue serving as the Commissioner Liaison during 2024.

Trustee Bollinger thanked Commissioner Kiler for taking the time to attend the Board meetings this past year. He said the support and advocacy the Commissioners provide is very important for the College.

IV.F. Planning Advisory Council (PAC)

Trustee Sherri-Le Bream reported:

PAC met on Monday, December 4, 2023.

Trustee Bream reported the members were reminded the midyear update to the Strategic Plan is due December 15.

Trustee Bream shared the progress on the implementation of DDI training.

The PAC meeting concluded with a group activity called Quest for Wisdom, based on the concept that in searching through the College's various sources of performance data, PAC members can create meaning, draw conclusions, and form additional questions regarding student/college performance.

PAC will meet at 3:30 P.M. on Monday, February 5, 2024, in The Bollinger Family Conference Center (K100).

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

Trustee Bollinger introduced Ms. Patti Davis, Vice President of Administration, who presented an initial draft of the proposed FY2025 Operating Budget as an information item to the Board.

1. Ms. Davis reviewed a PowerPoint presentation and answered questions regarding the draft FY2025 Operating Budget. The final version of the Budget will be submitted to the Board for vote and approval at the next business meeting on February 21, 2024. After Board approval in February, the proposed budget will be submitted to the County Budget Office.

Trustee Bollinger reported:

2. The Board of Trustees must review and accept monthly financial reports, subject to audit verification. Monthly financial reports are provided to the Board of Trustees to keep the Board informed of the ongoing status of the College's financial activities. The November reports are not the audited final statement.

Recommended Motion: Trustee Bollinger 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.

3. Board policy requires the Board of Trustees to approve the acceptance of all grants. Notice of Grant Award to the Carroll County Community Mediation Center, (CCCMC) Carroll Community College for FY2024 from Maryland Department of Human Services (DHS) Child Support Administration (CSA).

Carroll Community College began administering the Carroll County Community Mediation Center on October 1, 2008. The CCCMC provides conflict resolution education and services to Carroll County residents and the College community. Carroll Community College is the program grant recipient and administrator of the CCCMC program. With the support of this grant the CCCMC will provide case management, volunteer coordination, conflict coaching and mediation services to the community. Additionally, the CCCMC provides mediation services to low-income families ordered by the Circuit Court to mediate issues around child custody and visitation.

Recommended Motion: Trustee Bollinger moved that the Board of Trustees accept the grant from the Maryland Department of Human Services (DHS) in the amount of \$176,000 for the period of October 1, 2023, through September 1, 2025. 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 Grant Award for the Hunger-Free Campus Grant Program from the Maryland Higher Education Commission (MHEC) in the amount of \$4,560. The Hunger-Free Campus Grant Program provides funding to Maryland public institutions of higher education to support efforts to address food insecurity among students on Maryland campuses.

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 \$4,560. Trustee Frager seconded.

Motion Status: Unanimously approved.

5. The Board of Trustees Policy Item requires approval of all Purchase Requisitions amounting to over \$25,000. The College is required by the Code of Maryland Regulations (COMAR), Title 13B Maryland Higher Education Commission, to submit to the State, a Facilities Master Plan (FMP) which supports the institution's role and mission. The College's existing FMP is for the years 2015-2025.

The Maryland Community College Facilities Manual, Section 2 Facilities Master Plans, provides a comprehensive and detailed 5-page outline of the elements of facilities master plans which requires extensive data and analysis to include the following:

- Executive Summary
- Overview of the Institution
- Institutional Background Data
- Institutional Evaluation
- Facilities Master Plan Proposals
- Recommendations

In May of 2023, the College released a Request for Proposal (RFP) to search for a firm to consult with the College in the writing of its new Facilities Master Plan. One of the responses, Marshall Craft Associates (MCA), recently completed a similar project for another community college.

The project is scheduled to begin in early January and will take approximately sixteen to eighteen months to complete. The completed plan will be presented for review before its submission.

Recommended Motion: Trustee Bollinger moved that the Board of Trustees authorize the College to hire Marshall Craft Associates (MCA) of Baltimore, Maryland to consult with and write the College's Facilities Master Plan for 2025-2035 for an amount not to exceed two hundred seventy-five thousand dollars (\$275,000). Trustee Foster seconded.

Motion Status: Unanimously approved.

Trustee Frager reported:

6. The Board of Trustees Policy Item requires approval of all Purchase Requisitions amounting to over \$25,000. In February 2023, the Board of Trustees authorized the College to award the Financial Audit Services contract to CliftonLarsonAllen (CLA) for Audit Services for Carroll Community College and the Carroll Community College Foundation which carries a five-year cost not to exceed \$314,213.00 for the College and \$65,625.00 for the Foundation. The annual cost allocated in the contract for the FY2023 Carroll Community College audit is \$61,005.

The agreement contains a clause specifying that adjustments in fees may occur due to Changes in Accounting and Audit Standards. The management letter for the fiscal year 2022 audit mentioned a new standard, GASB 96, which would be incorporated into the fiscal year 2023 audit. GASB 96 provides guidance on the accounting and financial reporting for subscription-based information technology arrangements (SBITAs) for government end users. CLA needed extra effort and consultation to implement GASB 96 for the fiscal year 2023 audit, and the precise amount could only be determined after a thorough review and completion of all SBITA testing.

CLA expended an additional 67 hours on the GASB 96 implementation, resulting in additional fees of \$21,694 over what was allocated in the contract. However, CLA is reducing the adjustment for the additional hours and has invoiced \$10,500 for the additional fees.

Recommended Motion: Trustee Frager moved that the Board of Trustees authorize the College to remit a payment of \$10,500 to CliftonLarsonAllen for the contract overage. Trustee Bollinger seconded.

Motion Status: Unanimously approved.

7. The Board of Trustees Policy Item requires approval of all Purchase Requisitions amounting to over \$25,000. Continuing Education and Training requests to purchase Dental Assistant Program Equipment.

- A) Dentsply Sirona Primescan Connect Intraoral Scanner and cart for \$17,744.99.
- B) Dentsply Sirona Primeprint 3D Printer and related equipment for \$28,989.33.
- C) Additional Dental Equipment (orthodontic instruments and typodont teeth models for \$9,495.11.

Total of A, B and C: \$56,229.43

The College has selected Henry Schein as the vendor using the Education and Institution Cooperative Contract # EI00075. Funds from the Carroll Community College Foundation will be used to purchase this equipment.

Recommended Motion: Trustee Frager moved that the Board of Trustees authorize the College to purchase: Dentsply Sirona Primescan Connect Intraoral Scanner, cart for scanner, Dentsply Sirona Primeprint 3D Printer, solid stainless steel shelving unit, casters for shelving unit, filled nitrogen canister with regulator, orthodontic instruments and typodont teeth models from Henry Schein under the Education and Institution Cooperative Contract # EI00075, using monies from the Carroll Community College Foundation to fully fund this purchase. Trustee Foster seconded.

Motion Status: Unanimously approved.

8. The Board of Trustees Policy Item requires approval of all Purchase Requisitions amounting to over \$25,000. Student success is a shared responsibility across the institution and Starfish makes it easy to collaborate, share data, and support students in one student-focused platform. The existing 3-year contract will end in April 2024. This request is for a new 5-year contract to start when the existing contract expires with an optout available in June 2027. This contract will also be aligned to our Fiscal Year for administrative and tracking purposes.

Starfish provides student success technologies that can be tailored to the College's student success program today and in the future. The platform integrates with Colleague and Canvas.

Operating funds will be used for this request. Starfish Enterprise Success Platform - Connect & Engage cost for a 5-year agreement is \$304,847.

Recommended Motion: Trustee Frager moved that the Board of Trustees authorize the College to award the contract extension of Starfish Enterprise Success Platform - Connect & Engage to EAB Global, Washington, DC, in an amount not to exceed \$305,000 for a 5-year term. Trustee Bollinger seconded.

Motion Status: Unanimously approved.

Trustee Frager continued:

9. The Board of Trustees must approve all new or revised policies. The College has a policy for capitalization of fixed assets. The Fixed Asset Management System (inventory control) is designed to record, monitor, and safeguard the College's investment in furniture, equipment, machinery, and any other capital assets. It provides inventory control and data for financial reporting. The current threshold is \$2,500 and has not been changed since 1999. The College is recommending increasing the fixed-asset expenditure threshold from \$2,500 to \$5,000. This adjustment will enhance our accuracy, efficiency, and strategic decision-making while aligning us with our peer institutions. Fixed assets will continue to be capitalized in accordance with Generally Accepted Accounting Principles.

Recommended Motion: Trustee Frager moved that the Board of Trustees approve the modification to the College Capitalization Policy for Fixed Assets. Trustee Foster seconded.

Motion Status: Unanimously approved.

10. 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.

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. The College is evaluating moving to a new tool for future assessments as the FFIEC tool was designed for financial institutions, not higher education. It has limited customization, and limited updating, and is not an industry standard for these types of assessments.

The College used the FFIEC tool for the risk assessment. This tool provides a score for the College's inherent risk level by using a risk profile and maturity level. The College's composite inherent risk result score is considered 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. While we have made improvements throughout this assessment the only area with a maturity level change is in Incident Resilience Planning and Strategy where we moved from baseline to intermediate. Other areas with individual component improvements included Governance/Oversite, Risk Management/Risk Management Program, Detective Controls/Threat and Vulnerability Detection, and Connections/Connections sections.

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

Trustee Bream reported:

1. The Board of Trustees must officially accept the President's Retirement.

On October 2, 2023, Dr. James Dunnington Ball, third president of Carroll Community College, sent the Board notice of his intention to retire. The following is an excerpt of that letter:

"I officially confirm [to the Board of Trustees] my intention to retire at the end of the FY 23/24 academic year. By my last day on July 5, 2024, I will have completed 10 years as President and 25 years providing executive level leadership at Carroll. That date will also mark my 47th year in higher education.

Without doubt, the greatest honor of my career has been the privilege of being selected to succeed Faye Pappalardo as President of Carroll Community College. Emblematic of Carroll is our remarkable culture of collaboration, care, and commitment to student success. And while that ethos was especially important to us as we worked through the challenges of the Pandemic, throughout my time at Carroll I have led with those aims as my central focus. I will forever be grateful to my superb Executive Team colleagues and all employees, past and present, who steadfastly committed to that same focus.

Presidents are only as good as the board that stands behind them. Simply put, you are the best Board anywhere. Your support for me and our employees, and your unwavering commitment to the success of the College has been beyond any board that I have worked with or witnessed. You have provided wisdom, balanced governance, esprit de corps, teamwork, and friendship over the last 10 years, for which I am deeply grateful.

Over the coming months I hope I can fully express my appreciation to you all for everything you have done for me and for the College during my tenure as President.

Sincerely,

James D. Ball, President"

Recommended Motion: Trustee Bream moved that the Board of Trustees officially accept Dr. Ball's resignation as President of Carroll Community College, effective July 5, 2024. Trustee Kahlert seconded.

Motion Status: Unanimously accepted.

Trustee Kahlert reported:

2. The College proposed three new professional appointments, effective January 8, 2024.

Recommended Motion: Trustee Kahlert moved that the Board of Trustees approve the appointment of Dr. Ashley Davis, Daniel Jones, and Dr. Pamula Mills. Trustee Bream seconded.

Motion Status: Unanimously approved.

3. Numerous new temporary appointments were provided to the Board for information.

At the Conclusion of the Personnel, Instruction and Related Policies Committee report, Chair Nevius-Maurer made the following motion:

Motion: The Board of Trustees will now close the December 13, 2023, Board of Trustees' public meeting temporarily and move into a closed Executive Session for the Board to discuss a matter of Personnel and Administrative consideration. Trustee Bream moved to temporarily close the December 13, 2023, Board of Trustees' public meeting and meet in a closed Executive Session; Trustee Foster seconded.

Motion Status: Unanimously approved.

At approximately 7:45 p.m., Chair Nevius Maurer ended the Closed Session and invited guests back into the room (with the exception Dr. Mince) and reopened the public meeting.

VI.A. New Business

Trustee Bollinger reported:

1. The Board of Trustees Bylaws Policy Manual entitled Dedication/Naming of college facilities states that the Board may name buildings, rooms, outdoor spaces, etc. after individuals or organizations based on specific criteria. Drs. Chitrachedu and Vimala Naganna have been a significant financial supporter of the College since 2007 accumulating to a total of \$1,563,000; Drs. Chitrachedu and Vimala Naganna's Foundation Funds have been donated to support many high impact initiatives.

Recommended Motion: Trustee Bollinger moved that the Board of Trustees approve the renaming of the K Building as the “**Dr. Chitrachedu and Dr. Vimala Naganna Center for Innovation.**” When fitting the name into signage where space is an issue, and as approved by the President, the name may be abbreviated to “**The Naganna Center for Innovation.**” Trustee Foster seconded.

Motion Status: Unanimously approved.

2. Trustee Kahlert shared feedback from the Symposium for a Better Carroll held on December 8, 2023, that he, Mr. O'Callaghan, and Dr. Ball attended. Trustee Kahlert commented that what he heard during the meeting was that transportation and affordable housing were the two biggest issues facing the county. Commissioner Kiler indicated these long-standing issues create tremendous differences of opinion among citizens of the County.
3. Trustee O'Callaghan introduced new business regarding a motion for the appointment of the new College President.

On November 13, 2023, the Board held a search committee meeting and a public forum to interview and vet Dr. Rosalie Mince and solicit feedback as to Dr. Mince's candidacy to be the next president of the College. The Board reviewed results of this process in closed session.

Mr. O'Callaghan brought forward the following motion:

Recommended Action: The results of that process were reviewed by the Board in Executive Session. The Board of Trustees finds Dr. Mince to be highly qualified and well supported within the institution to become the new leader of the College following Dr. Ball's retirement. Trustee O'Callaghan recommend she be appointed to the role of Associate President during the period of January 2, 2024 - July 5, 2024. This will allow Dr. Ball to work with Dr. Mince to create a smooth transition of leadership of the College after Dr. Ball retires on July 5, 2024. Trustee O'Callaghan further recommend the Board of Trustees appoint Dr. Mince to be the 4th President of the College, beginning July 6, 2024.

Recommended Motion: Trustee O'Callaghan moved that the Board of Trustees appoint Dr. Rosalie Mince to the role of Associate President, for the period of January 2, 2024, to July 5, 2024. Further, the Board also appoints Dr. Mince to be the 4th President of Carroll Community College effective July 6, 2024. Board members also hereby approve Dr. Mince's contractual changes as reviewed in Executive Session. Trustee Foster seconded.

Motion status: Unanimously approved.

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 13, 2023, Board of Trustees' meeting. Trustee O'Callaghan moved to end the December 13, 2023, Board of Trustees' meeting. Trustee Frager seconded.

VIII. Adjournment

Trustee Nevius-Maurer adjourned the meeting at 7:57 p.m.