

**CARROLL COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES**

**September 16, 2020
Approved**

Due to the COVID-19 Pandemic, this meeting was held via conference call.

BOARD MEMBERS PRESENT

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

COMMISSIONER LIAISON

Absent (Excused)

STUDENT GOVERNMENT

Michael Wilhelm/Madie Delauter

STAFF PRESENT

Marianne Anderson
Rob Brown
Trish Carroll
Dr. Natalie Crespo
Dr. Kristie Crumley
Robert Kraznowski
Lisa Kuhn
Becki Maurio
Marsha Nusbaum
Dr. Rose Mince
Alan Schuman
Laurie Shields
Libby Trostle
Steve Wantz

GUEST

Ted Zaleski, Director, Carroll County Department of Management & Budget

Mrs. Frager announced today's meeting was being recorded.

Mrs. Frager called the meeting to order at 4:03 P.M. and led the opening exercises.

Hearing no corrections or additions to the Agenda of September 16, 2020, Mr. O'Callaghan moved for approval of the meeting Agenda, Mrs. Foster seconded. The September Agenda was unanimously approved.

Hearing no corrections or additions to the Minutes of August 19, 2020, Mrs. Foster moved that the Minutes of August 19, 2020, be approved. Mrs. Bream seconded. The August Minutes were unanimously approved.

Mrs. Frager reminded the Board, as discussed at the April meeting, the Finance Committee would be reported by Mr. Alan Schuman, Executive Vice President of Administration, and the Personnel Committee Report would be reported by Dr. Rose Mince, Provost. She conveyed that all action items would be approved in one consent vote at the conclusion of each Committee's Report under section V.A. and V.B. on the Agenda.

IV.A. President's Report

Dr. Ball reported:

1. Dr. Ball asked Dr. Mince, Provost, to report on the Performance Accountability Report (PAR).
- Dr. Mince thanked Dr. Natalie Crespo, Director of Institutional Research, for her work on preparing this report. She also indicated that Dr. Crespo is in attendance if the Board has any specific questions on this report.

- Dr. Mince reported that Maryland state law requires the Board of Trustees to approve and submit the College's Performance Accountability Report to the Maryland Higher Education Commission each year. Legislation signed into law in 1988 mandated these annual reports. In 1996, the state adopted a set of performance indicators for community colleges, with benchmarks or target values established by each college. The benchmarks are goals to be attained at the end of a five-year cycle. The indicators and the benchmarks are reviewed and revised every five years. This is the fifth year in the current five-year cycle. PAR indicators for the next 5-year cycle are being finalized this Fall. Dr. Mince and Dr. Crespo will review them and work with the Board to set new benchmarks in the Spring for the 2021-2025 PAR cycle.

Current trends in the values of each indicator are presented in spreadsheet form. The report also includes narrative sections, following guidelines issued by the Commission.

The Performance Accountability Report has been approved by Dr. Ball and is presented to the Board of Trustees for its approval and submission to the Maryland Higher Education Commission.

Motion: Mrs. Frager moved that the Board of Trustees approve the College's Performance Accountability Report for 2020 for submission to the Maryland Higher Education Commission. Mrs. Foster seconded.

Dr. Mince continued:

- The report follows the same format as in prior years, with a narrative section describing the College's performance within the context of the goals in the Maryland State Plan for Postsecondary Education, plus an appended spreadsheet of 34 performance indicators. Dr. Mince asked the Board to follow along while she presented highlights within the report.
- The institution remains stable in terms of market share. Our online offerings remain strong. Although the College experienced a shift in enrollments from online to hybrid courses in the past two years, in the current pandemic environment, we anticipate a consistent move toward online synchronous courses. Non-credit moved many of their course options online with great success.
- When the College transitioned to remote learning in March 2020, the College issued laptops and wireless hotspots to students who needed hardware and reliable internet access to continue their coursework. These efforts seemed to work for our students. Enrollment did not decline significantly during the Spring term. We ended the semester with a headcount and FTE slightly higher than Spring 2019, and a withdrawal rate equivalent to Spring 2019 as well.
- In the narrative section, College strategies are discussed in relation to the three primary goals of the State Plan for Higher Education—Access, Success, and Innovation. Dr. Mince reviewed these goals along with some data points with the Board.

Motion status: Motion carried unanimously.

Dr. Ball and Mrs. Frager thanked Dr. Mince and Dr. Crespo for their work on this report.

2. Dr. Ball asked Ms. Becki Maurio, Faculty Coordinator, Diversity Initiatives, to speak on behalf of the Diversity, Equity, and Inclusion Committee. Dr. Ball reminded the Board that this report for the Committee will be provided each month under the President's report.

- Ms. Maurio updated the Board on a question that Commissioner Weaver asked at last month's Board meeting concerning outside grants offered to assist in diversity training for the College. She informed the Board that she has reached out to Ms. Karen Pelton, Director of Major Giving and Donor Relations, in the Foundation Office. Ms. Pelton is currently looking into opportunities offered in local, state, federal, public and private funding. Ms. Maurio stated that she would keep the Board informed if any come to fruition.

Ms. Maurio informed the Board that she will invite various members of the Diversity, Equity and Inclusion Steering Committee to provide a report to the Board each month.

Ms. Maurio asked Ms. Lisa Kuhn, Director of Human Resources, to discuss the Recruiting and Retention of Employees.

Ms. Kuhn provided a brief overview of the efforts that Human Resources is taking in recruiting and retention of employees as it relates to Diversity and Inclusion.

- As presented in the *Institutional Report on Plan of Cultural Diversity*, the College utilizes recruitment and hiring practices with the potential to increase the diversity of candidate pools. The College intention is to continually demonstrate its values of diversity, equity and inclusion in our recruiting and retention efforts.
- Specifically, we have increased our outreach by posting jobs in more places targeted to diverse candidates such as; Workplace Diversity.com, HigherEd Jobs.com w/ diversity email blast, Diversejobs.net, and we've just recently joined HERC – Higher Education Recruiting Consortium whose mission is to recruit the most diverse and talented candidates.
- In addition to posting positions for broader outreach, we're also implementing technology to enhance the candidate experience and to allow us the ability to track data more efficiently. This is best practice to enhance the onboarding process for:
 - Task management
 - Workflow
 - Explain rules/policies
 - Define expectations
 - Present culture and norms
 - Develop relationships
- Dr. Ball has appointed a committee to research and improve our employee onboarding practices.
- The College has chosen NeoGov Software for Applicant Tracking and Onboarding.
- HR is working with IT to have the Applicant Tracking module set up and tested by December. The system enables automatic tracking of applicant EEO information (such as ethnicity, race, sex, and where they heard about the open positions – so we can assess advertising effectiveness). Once Applicant Tracking is in place, the Onboarding Module will be installed. The full Onboarding Program will be implemented by July 1, 2021.
- All new hires are assigned mandatory diversity awareness training.

Ms. Kuhn continued:

- In order to increase the diversity of candidates, we now require general training of all search committee members, as well as Implicit Bias training for Search Chairs. Our applicant tracking system will have the capability to redact names from applicant information, so that the search committee will only see the best candidates based on qualifications. New interview questions will be added that will allow the search committee to gauge the cultural awareness of applicants.
- The College is committed to be a place that not only attracts diverse employees, but is a place where they remain and thrive.

Ms. Kuhn added that she looks forward to working with our new Executive Director of Diversity and Inclusion, when hired, to help move our efforts forward. HR received 88 resumes, approximately 20% of which met minimum requirements to be sent to the search committee. If all goes well, the new Executive Director will be hired by November or early December.

Ms. Maurio thanked Ms. Kuhn for her informative report.

Ms. Maurio conveyed that she hopes that hearing from the different members of the Diversity, Inclusion, and Equity Steering Committee, will help show the depth of this work on our campus. She announced Dr. April Herring, Senior Director of Advising, and Dr. Roxanna Harlow, Assistant Professor of Social Sciences, will report at the next Board meeting on student comments of their experiences on campus.

Mr. Bollinger thanked Ms. Kuhn for her report and stated he was glad to see these changes come to fruition.

Dr. Ball stated that he wanted to make sure the Board was informed on these all changes and made aware of the new useful tools being implemented for the College's onboarding process.

Dr. Ball continued his report with a College Update:

3. He thanked Mrs. Frager for speaking on behalf of the Board at the Collegewide meeting on August 27, 2020. Her gracious welcome to the staff and her acknowledgment of the current stresses due to the COVID-19 situation was a great start to the meeting. He also shared some of the topics discussed at the meeting with the Board that included: Fall 2020 Plan update; the Diversity and Inclusion Committee efforts; update on Title IV; update on the FY2022 Operating Budget Request; announcement and welcome of new hires; Employee Service Awards, Faculty promotions; Outstanding Educator Awards; and the Essential question for the year, "*How do you respond when faced with adversity?*".
- Dr. Ball reported that the College's Fall semester opening went extremely well. The College was well prepared for faculty/staff and students. No complaints or issues were reported. Dr. Ball was happy to see the article in the *Carroll County Times* about our first day of classes and the various course formats being offered to our students.
 - Dr. Ball attended the virtual Hill Scholars Welcome Reception on September 10, 2020. He commented that this was a great way to meet the incoming Hill Scholar 2020 class.
 - Dr. Ball attended a Diversity Inclusion conversation hosted by Ms. Jen Milam, Director of Student Life. Participants included students and staff. The topic of this conversation centered on the tragic shooting death of Joshua Blake and the most recent events causing controversy and reaction around the country. Students and staff shared some of their experiences with discrimination and racism. Dr. Ball stated that this type of conversation is always an eye opener and hopes to continue this type of dialogue.

- Dr. Ball attended a meeting with Mr. Jeff Degitz Carroll County Parks and Recreation to discuss possible steps to determine community interest in expanding facilities for athletics at Carroll. The College is engaging in these early conversations to ensure our expansion plans remain in the forefront of the County's long-term planning. Dr. Ball indicated that Mr. Degitz encouraged the College to attend the Parks and Recreation Advisory Board meetings.
 - Dr. Ball advised the Board that he and Dr. Mince attended a two-hour presentation held virtually by the Middle States Commission on Higher Education (MSCHE) for Provosts and Presidents on September 15, 2020. He shared some of the topics discussed with the Board.
 - Dr. Ball announced that Dr. Durant, MSCHE Team Chair's virtual visit will be held on November 16, 2020. The agenda for his visit has been finalized. Dr. Ball advised the Board that Dr. Durant would meet with the Board and Mr. Weaver, Carroll County Commissioner Ex-Officio from 4:30 – 5:30 PM. A MS Teams invitation will be sent to Trustees.
4. Dr. Ball informed the Board that the College's annual outreach meeting with the Carroll County Legislators will be held virtually on Thursday, November 5, 2020 at 10:00 AM through MS Teams. This date is tentative, depending on the availability of the Legislators.
 5. Dr. Ball asked Mr. Steve Wantz, Executive Director of Institutional Advancement to update the Board on the Foundation's activity.
- Mr. Wantz reported that he included a written report in the September Board packet. He shared some of the highlights with the Board.
 - Mr. Wantz provided details of the Blackbaud Data Security ransomware attack incident. Blackbaud is the College's donor software program. He advised the Board that according to Blackbaud, none of the donor's personal information was compromised. A full disclosure letter concerning the incident will be sent to all donors.
 - Mr. Wantz provided a Foundation Investment Portfolio update.
 - Mr. Wantz thanked the Board for their ongoing commitment and sponsorship for the Starry Night virtual Gala being held on December 4, 2020.
 - Sponsorships and commitments to the *Give to the Cause* are actively being solicited in the community.

IV.B. Academic Council

Mr. Krzanowski reported:

- Due to a limited number of agenda items, Academic Council did not meet on Friday, September 4. The proposals received during the summer months will be acted upon at the October meeting.
- The Council will meet on Friday, October 2, 2020.

IV.C. Senate

Ms. Nusbaum reported:

- The Senate met on Friday, September 11, 2020 at 2:00 P.M. through MS Teams.

Ms. Nusbaum continued:

- The Senate discussed the necessity of promoting cohesion among faculty, staff and students during these times apart. The Senate will continue to discuss ways to keep everyone connected at their monthly meetings.
- Ms. Kuhn reported that the Telework Policy had been vetted by the College's attorney and had been presented to the Board of Trustees for notice. She answered any questions anyone had on this policy.
- The Senate voted to temporarily move their meeting start time to 1:30 P.M. on the second Friday of the month until the meetings are held in person again. This is so the meeting will be over before the current Friday campus closing time of 3:00 P.M.

IV.D. Student Government Organization

Mr. Wilhelm reported:

- The SGO Board election interviews have been extended until September 22, 2020.
- Surveys were sent out last week to all students. Once the data is compiled, SGO will forward the responses collected from the surveys to the College campus, Boards, and Executive Team.

Mrs. Frager asked Mr. Wilhelm to share a little bit about himself to the Board.

- Mr. Wilhelm shared that he is majoring in Chemistry at Carroll and hopes to go into environmental science. He stated that he earned the rank of Eagle Scout in 2019. He indicated that he joined Student Government to utilize his leadership skills for the betterment of the students and the College.

Mrs. Frager thanked Mr. Wilhelm for his report and thanked Madi Delauter, Vice President, for attending the Board meeting.

IV.E. Commissioner

No report

- Dr. Ball indicated that Commissioner Weaver had a conflict in his schedule and might not make this evening's meeting.

Mrs. Frager noted that if the Commissioner joined us later, we would give him the opportunity to speak at that time.

IV.F. Planning Advisory Council (PAC)

Dr. Mince reported:

- The Planning Advisory Council held their first meeting of the academic year on Monday, September 14, 2020.
- Dr. Mince thanked Dr. Natalie Crespo and Mr. Rob Brown, Co-Chairs of PAC, for taking over the leadership of the Planning Advisory Council. They are both doing a great job in their new roles.
- Dr. Mince thanked Trustee Bream for attending the PAC meeting to represent the Board of Trustees.
- Dr. Ball framed the way that the Planning Advisory Council will operate moving forward, emphasizing the importance of all representatives actively preparing for and participating in this very important planning and budgeting committee.

Dr. Mince continued:

- The Strategic Initiative Coordinators briefed the Council on the plans for each of the 18 initiatives in the FY2021 Strategic Plan. Council members commented on the initiatives and then voted unanimously to endorse the FY2021 Strategic Plan.
- Mr. Schuman presented an overview of the FY2022 Operating Budget Request process and current assumptions.
- The next meeting of the Council is Monday, October 26, 2020 at 3:30 pm. The Council will review the preliminary FY2022 operating budget request.

Mrs. Frager thanked Dr. Mince for her report and thanked Trustee Bream for her representation on behalf of the Board.

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

Mr. Schuman reported:

1. 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 financial statements for the period ending August 31, 2020 reveals anticipated and reasonable receipts and disbursements.

Recommended Motion: The Board acknowledge receipt of the August financial reports. Cumulative financial information will be annually audited and appropriate responses provided by the external auditors during the annual audit process.

2. Board Policy requires the Board of Trustees to approve the acceptance of all grants. The College has received notice of a Child Care Career and Development Grant from the Maryland State Department of Education to allocate \$118,293 for FY2021. The purpose of this award is to provide funding to credentialed childcare providers to pursue a college degree in early childhood education, child development, family studies, or related disciplines. This is the twelfth year the grant has been received.

Recommended Motion: The Board of Trustees accept the grant from The Maryland State Department of Education in the amount of \$118,293 for FY2021.

3. Board Policy requires the Board of Trustees to approve the acceptance of all grants. Carroll Community College has received a grant to continue administrative oversight of the Adult Education Program in Carroll County for Fiscal Year 2021. The College received the grant from the Maryland Department of Labor, Licensing and Regulation (DLLR).

This grant will allow the College to provide educational services to adults who want to increase their basic skills, obtain a high school diploma, improve English language and literacy skills, or engage in family literacy activities. The program assists adults to be successful and productive in the workplace and in their communities and prepares them to enter post-secondary education and training.

Carroll Community College received this grant for the first time in Fiscal Year 2008.

The program is funded by the Maryland State Department of Labor, Licensing and Regulation through federal and state funds totaling \$187,567. Carroll County Government has provided \$284,040 in its FY2021 Operating Budget to support this program.

Recommended Motion: The Board accept the grant from the Maryland Department of Labor, Licensing and Regulation in the amount of \$187,567 for Fiscal Year 2021.

4. Consent Approval for All Action Items.

Mrs. Frager asked the Board for any questions or discussion on the Finance items presented.

Mrs. Frager requested for a motion for items A.1.– A.3. as proposed.

Motion: Mr. O’Callaghan moved that the Board of Trustees approve College recommendation for items A.1.– A.3. as proposed. Mrs. Nevius-Maurer seconded.

Motion status: Motion carried unanimously.

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

Dr. Mince reported:

1. The Board of Trustees must approve all new or revised policies. Prior to the COVID-19 Pandemic, the College policy for teleworking was as follows:

On very rare occasions, an employee may receive approval to perform work at home, but only with the prior approval of the supervisor and the area Vice President. Such circumstances normally involve work on special projects, rather than the performance of more routine work.

Now that most employees have been teleworking successfully, we anticipate that it is feasible for more employees to telework going forward. In order to create clear expectations and limit liability to the College, we have enhanced and updated our Teleworking Policy. The updated policy has been reviewed by the College attorney and was shared with the Senate at their September 11, 2020 meeting.

Recommended Action: The Board of Trustees approve the proposed Telework Policy.

2. Two new support staff appointments include Donna Rohrbaugh, Allied Health Skills Laboratory Coordinator, effective September 21, 2020, and Sherri Warner, Special Police Officer, Sergeant, effective September 7, 2020.
3. Dr. Mince shared several new temporary appointments presented to the Board for information.
4. Temporary appointments are effective on a fiscal year basis. Therefore, current temporary employees must be renewed to continue employment into fiscal year 2020-2021. The list of temporary employees’ renewals was provided to the Board.
5. The College informed the Board of one employment separation to include Connie Brown, Environmental Services Specialist, effective September 11, 2020.
6. Consent Approval for All Action Items

Mrs. Frager asked the Board for any questions or discussion on the Personnel items presented.

Mrs. Frager requested for a motion for item B.1. as approved and amended by the President.

Motion: Mrs. Bream moved that the Board of Trustees approve College recommendation for item B.1. as approved and amended by the President. Mrs. Foster seconded.

Mrs. Foster asked what procedures the College was taking to ensure that employees have a safe internet connection while working from home.

Dr. Mince stated that the College requires each employee working from their home to be connected to the College network, so that the security they have at their homes would be the same as if they were working on campus.

Mr. Schuman added that the laptops provided to each employee are tied into the College's network and have the security capabilities that we have on campus. Our IT Department is responsible for making sure each device is secured before distributing them to College employees.

Mrs. Bream also asked about safety concerns of employees using a personal laptop to log into their College accounts.

Mr. Schuman stated that any employee connecting remotely from home to their College accounts must be arranged by our IT Department in advance. If this access is not approved by IT, the employee cannot gain access to the College's network.

Mrs. Frager asked for a final vote in favor of Item V.B.1. - Approval of College Policies –Telework Policy.

Motion status: Motion carried unanimously.

VI. Old Business/New Business

Mr. Bollinger inquired when will the Board of Trustees' meetings be held on campus. A discussion among the Board and Dr. Ball ensued. Mrs. Frager stated that Dr. Ball and she will advise the Board after safety measures have been reviewed with the College.

Mrs. Bream inquired on the Board's contribution of their Starry Night sponsorship.

VII. Dates of Upcoming Meetings and Events

Mrs. Frager reviewed upcoming meeting and activity dates.

Mrs. Frager noted that the October Board meeting will continue to be held virtually through MS Teams at 4:00 P.M.

Mrs. Frager entertained a motion to adjourn the September 16, 2020, Board of Trustees meeting.

Motion: Mrs. Foster moved to adjourn the September 16, 2020 Board of Trustees Meeting. Mrs. Mary Kay Nevius-Maurer seconded.

Motion status: Motion carried unanimously.

VIII. Adjournment

Mrs. Frager adjourned the meeting at 5:14 P.M.