

**CARROLL COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES**

**November 18, 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

C. Richard Weaver

STUDENT GOVERNMENT

Michael Wilhelm/Madie Delauter

STAFF PRESENT

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

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

Mrs. Frager called the meeting to order at 4:04 P.M. and led the opening exercises.

Mrs. Frager asked for a moment of silence for our Carroll colleague John Polley, who passed away unexpectedly this past weekend. John was Senior Manager, Enterprise Service Desk in the IT Department. Mrs. Frager conveyed that on behalf of the Board, our thoughts and prayers go out to John's family and friends.

Hearing no corrections or additions to the Agenda of November 18, 2020, Mr. O'Callaghan moved for approval of the meeting Agenda, Mrs. Bream seconded. The November Agenda was unanimously approved.

Hearing no corrections or additions to the Minutes of October 21, 2020, Mrs. Foster moved that the Minutes of October 21, 2020, be approved. Mrs. Nevius-Maurer seconded. The October 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:

Dr. Ball informed the Board that once again the College conducted a Holiday Greeting Card contest asking our students to submit their best art work to reflect this year's theme of "Home for the Holidays." Dr. Ball asked Ms. Trish Carroll, Chief Communications Officer to share the winning design on the screen for the Board.

Ms. Carroll shared the winning design that was created by Hailey Gee, a computer graphics major. Judges for this year's card were Dr. Ball, Trish Carroll, Dana Champney, Assistant Professor, Computer Graphics, Jessi Hardesty, Assistant Professor/Discipline Coordinator, Humanities, Arts and Music, and Kristen Landsman, student winner for the 2018 and 2019 Holiday Card design. Ms. Carroll commented that the judges felt this submission best reflected the "Home for the Holidays" theme.

Dr. Ball thanked Ms. Carroll and added that the card will be sent out exclusively as an electronic card this year.

Dr. Ball asked Dr. Crumley, Associate Provost Student Affairs and Marketing to provide an update on COVID cases reported among the student body.

Dr. Crumley reported that since late August the College has had 12 positive cases among credit and Continuing Education (CET) students. Most of these students are fully remote and not on campus. As of today, the College has four active positive cases, three of which are students who are fully remote. Dr. Crumley stated that they continue to work with the Carroll County Health Department with all cases reported.

Dr. Ball asked Mr. Schuman, to provide an update on COVID cases among College employees.

Mr. Schuman reported since late August there has been 17 staff members who have reported concerns. Among those 17 employees, 15 tested negative. One staff member tested positive, but has not been on campus the entire semester. One case is waiting for test results.

Dr. Ball stated that the College continues to monitor the Governor's statements to continue to keep the College safe. He will keep the Board informed as we move forward.

1. Dr. Ball asked Dr. Rose Mince, Provost, to report on the Fall 2020 Credit Enrollment Analysis Report.

Dr. Mince reported:

- The Board calendar calls for a Fall Credit Enrollment Analysis, based on data as of the official census date at the end of the third week of classes. The report provides an analysis of credit enrollment compared to prior Fall terms. Dr. Mince thanked Dr. Natalie Crespo, Director Institutional Research for the beautiful graphic displays that she provided in this report. She reviewed in-depth the 11-page detailed report with the Board.
- Fall 2020 enrollment at the third week census is relatively stable. While the potential impact of the COVID pandemic on enrollment was unknown as we began the new academic year, encouragingly, enrollment is only slightly down from Fall 2019, and roughly equivalent to Fall 2018. Credit headcount this Fall was 3,060, down 2.1% from Fall 2019.
- Full-time students decreased somewhat in Fall 2020 over prior semesters. Full-time equivalent enrollment decreased by 4.6% to 865 FTEs compared to Fall 2019. The effect of our large Dual Credit population, most of whom only take one course, is evident in the consistently high number of students taking one course (3 credits).

Dr. Mince continued:

- While enrollment projections were made before the effects of COVID on enrollment were known, projections were not dramatically different from actual enrollment.
- Carroll tends to have very stable demographics from year to year. Notable in Fall 2020 is an increase in students under 20 years of age, while all other age categories declined. A drop in male students was noted as unusual in comparison to prior Fall semesters.
- In 2020, because of the increased need for remote instruction, we added online synchronous courses. This format accounts for half of our course enrollments in Fall 2020.

Dr. Mince answered questions from the Board.

Trustee Nevius-Maurer commented that she was happy to see the increase in the Hispanic population displayed in the student demographics.

2. Dr. Ball invited Ms. Becki Maurio, Faculty Coordinator, Diversity Initiatives to share the Diversity, Equity, and Inclusion (DEI) report with the Board.

Ms. Maurio reported:

- Ms. Maurio stated that the idea behind these monthly DEI reports is to provide the Board with highlights of the scope of the work being done of Diversity, Equity and Inclusion across the campus.
- Ms. Maurio invited Dr. Michelle Kloss, Associate Provost Assessment and Institutional Research, to report on the diversity curriculum learning experiences for our students.
- Dr. Kloss presented a PowerPoint presentation titled Diversity Curriculum and Assessment. She reported this year, the General Education Committee is revising how diversity courses are developed, approved, and evaluated. Based on data from students' signature assignments, faculty who teach diversity courses have been invited to participate in a series of professional development sessions focused on the Intercultural Development Inventory. The goal of this training is to help faculty expand their own intercultural competence, with the aim that they will be able to build students' competence as well.

Ms. Maurio thanked Dr. Kloss for her report and invited Ms. Kathy Mayan, Director Lifelong Learning to speak on the co-curricular experiences that students are partaking.

- Ms. Mayan provided a short presentation speaking on the evolution of Carroll's Diversity Program. She stated Carroll's Diversity programming continues to evolve as we grow and learn along several stages of a cultural competence continuum. The five learning stages include Celebrating Diversity, Cultural Competence, Human Relations, Exploring Equity, and Transformative Equity.
- Ms. Mayan indicated that November is Native American Heritage Month. As Ms. Mayan moved through the five learning stages, she provided examples of past and current programming illustrating various stages of competence development.

Ms. Maurio thanked Ms. Mayan for her report and also thanked the Board and the Executive Team for their continued support.

Dr. Ball thanked Ms. Maurio and advised the Board that Dr. Roxanna Harlow, Assistant Professor Social Sciences will provide a report on Marginalized Student Experience at Carroll at the December Board meeting.

Dr. Ball updated the Board on the search process for the new Executive Director of Diversity, Equity, and Inclusion. The Search Committee brought forward two very experienced individuals for second interviews. The candidates Mr. Clyde Johnson, Maryland Institute College of Art (MICA), and Ms. Katherine Betts, Ohio State University, were interviewed this week by the Executive Team, the Senior Leadership Council, and the Diversity, Equity and Inclusion Steering Committee. A target start date for the new hire will be after January 1, 2021.

3. Dr. Ball conveyed that he and Trustee Frager attended the virtual MACC Board of Directors Meeting on October 28, 2020. Mr. O’Callaghan was also in attendance in his role as Trustee-at-Large and Treasurer on MACC’s Executive Committee. Some of the topics discussed included the MACC’s Strategic Plan, the presentation and adoption of the 2021 MACC Legislative Agenda, and the retirement and replacement of Dr. Bernie Sadusky, Executive Director of MACC, who will retire at the end of this year.
4. Dr. Ball thanked the Board for attending the College’s annual Outreach Meeting with the Carroll County Legislators on November 5, 2020. He conveyed that he thought the College’s message was heard, especially on the College’s funding concerns.
5. Dr. Ball stated that the virtual MSCHE preliminary visit by Team Chair, Dr. Brian Durant was held on November 16, 2020. He thanked the Board and all the College governance committees that met with Dr. Durant. He thanked Commissioner Weaver for his attendance as the Commissioner Ex-officio and asked for his thoughts on this meeting.

Commissioner Weaver stated that he felt the College made a very good first impression with Dr. Durant and that will carry over into the next phase of this process. He also praised the close communication between the College and the County and felt that the strong sense of community that exists within the County was well conveyed by the College during Dr. Durant’s virtual visit.

Mrs. Frager echoed Commissioner Weaver’s comments and felt that Dr. Durant seemed to be very impressed and heard a consistent message regarding commitment to our mission among all interviewed groups. Mrs. Frager thanked Mr. Brown, Dr. Moore and the Self-Study Committee for all of their efforts.

6. Dr. Ball asked Mr. Steve Wantz, Executive Director of Institutional Advancement to update the Board on the Foundation’s activity.
 - Mr. Wantz updated the Board of the free financial planning seminar, *Planning & Tax Opportunities*, that was held on Thursday, October 22, 2020. This event was hosted by the Foundation’s Planned Giving Advisory Council and the Foundation. He shared that 30 people attended, and they received great feedback from those individuals.
 - Mr. Wantz reminded the Board of the upcoming “Reimagined Starry Night Gala” being held on December 4, 2020. He was happy to report that the Starry Night Sponsorship Committee exceeded its original set goal in excess of 20%.
 - The *Give to the Cause Campaign* has raised 60% of its set goal, with two weeks away from the launch of this Campaign.
 - Bidding for the silent auction held at Starry Night will open on Friday, November 27, 2020. Bidding can be done by using the mobile app Handbid or on the Handbid website.

Mr. Wantz continued:

- Mr. Wantz thanked the Board for their donation of a Lottery themed tree for the silent auction at Starry Night.

Dr. Ball thanked Mr. Wantz and his staff for all of the hard work transforming Starry Night Gala into a virtual event.

Academic Council

Mr. Krzanowski reported:

- Academic Council met on Friday, November 6, 2020.
- Academic Council approved the creation of a Data Science Certificate Program. Two Data Science courses were also added.
- One course and two program proposal changes were made.
- Academic Council met with MSCHE Chair, Dr. Durant on Monday, November 16, 2020. Mr. Krzanowski thanked all those Academic Council members who were able to attend.

V.C. Senate

Ms. Nusbaum reported:

- The Senate met on Friday, November 13, 2020.
- Dr. Davida Anderson and Ms. Sharon Brunner presented Carroll's new Integrity Code and welcomed the Senate's feedback.
- The Senate discussed the possibility of creating some type of appreciation award for employees.
- Some Senate members showed interest in joining a College-wide Social Committee.
- Dr. Ball attended to provide updates and answer any questions.
- The Senate reviewed the Bone Marrow Organ Donation and Crime Victim Leave Policy exhibit that is included in the November materials for Board review. Mr. Schuman was in attendance to answer any questions on this proposed policy.
- The Senate reviewed the first draft of the Self-Study materials related to Senate governance in anticipation of their meeting with visiting team Chair, Dr. Durant on November 16, 2020.

IV.D. Student Government Organization

Ms. Delauter reported:

Ms. Delauter, Vice President of SGO reported for Mr. Wilhelm, SGO President, who had to leave early for class.

- SGO held a drive-thru Trick or Treat event on November 5, 2020. Forty students participated in this event.
- SGO held a Town Hall meeting for students on November 12, 2020. The stigma of community colleges and the transfer process was discussed.

Ms. Delauter continued:

- SGO is currently working on a student survey to be sent out between December 16 – 20, 2020.
- Several SGO members attended the self-study meeting with MSCHE Chair, Dr. Durant on November 16, 2020.

IV.E. Commissioner

Commissioner Weaver reported:

- Commissioner Weaver stated that he thought the College made a terrific first impression with the Middle States Commission Chair, Dr. Durant on November 16, 2020.
- The County is in constant contact with Ed Singer, Health Officer for the Carroll County Health Department, on the ongoing changes of the COVID crisis.
- The 2021 Budget outlook is unknown at this time, due to the uncertainty of the COVID crisis.
- The County is providing extra funding to businesses and restaurants with the Business Assistance Grant Program to help struggling businesses during these uncertain times. Grant monies have to be spent by December 30, 2020. He applauded the Carroll County Economic Development Department for their outreach efforts to these businesses to help provide the necessary assistance in a timely manner.

Mrs. Frager thanked the Commissioner for his collaboration and for always understanding the College's needs.

IV.F. Planning Advisory Council (PAC)

Dr. Mince reported:

- The Planning Advisory Council met twice since the last Board of Trustees meeting.

October 26, 2020 PAC Meeting:

- Mr. Schuman reviewed the FY2022 Operating Budget Requests.
- Members were able to discuss and ask questions about the funding requests for the FY22 budget and to provide initial feedback on the funding requests and possible priorities amongst the requests.

November 9, 2020 PAC Meeting:

- Mr. Schuman reviewed the FY2022 Operating Budget Proposal. Members were able to discuss and ask questions about the proposed FY22 budget. PAC members voted to approve the proposed budget.
- Mr. Rob Brown, Division Chair Business and Technology and Co-Chair, Planning Advisory Council gave an overview of the Self-Study to prepare members for the virtual visit on November 16, 2020.
- The next meeting will be held on December 7, 2020 at 3:30 P.M. through MS Teams.

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 October reports are not the audited final statement.

A review of the financial statements for the period ending October 31, 2020, reveals normal and reasonable receipts and disbursements.

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

2. Board of Trustees policy requires approval of all Purchase Requisitions amounting to over \$25,000. Continuing Education and Training requests to purchase six (6) Augmented Reality Welding Machines and associated accessories as part of its new Manufacturing Simulation Lab. The equipment purchase will increase the capacity to conduct welding training on campus prior to students receiving hands-on practice with material at the Carroll County Career and Technology Center, or at an employer's site.

Under the CARES Act, monies awarded to the College from the Governor's Emergency Education Relief (GEER) fund will provide reimbursement for this expenditure.

Details on this purchase were provided to the Board.

Recommended Motion: The Board of Trustees authorize the College to purchase six Augmented Reality Welding Machines and related accessories for the sum of \$171,588 from Amtek Company, Inc. of Arnold, Maryland. GEER Funds will be used for this purchase.

3. The Board of Trustees Policy Item requires approval of all Purchase Requisitions over \$25,000. The College has been effectively using Hobson's Starfish Enterprise Success Platform - Connect & Engage to identify, track, and engage students with the resources aligned to their specific needs. 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 initial three-year contract will end in April 2021. This request is for a new three-year contract to start when the existing contract expires.

Starfish Enterprise Success Platform - Connect & Engage cost for a three-year agreement is \$163,682.10. The College will be invoiced \$54,560.64 year one, \$54,560.69 year two, and \$54,560.77 year three. The agreement includes the software platform, strategic consulting, and project consulting.

Recommended Motion: The Board of Trustees authorizes the College to award the purchase of Starfish Enterprise Success Platform - Connect & Engage to Hobsons, Cincinnati, OH. The contract amount is not to exceed \$163,682.10 for a three-year term.

4. Mr. Schuman presented a Power Point on the FY2022 Budget Briefing and Assumptions to the Board. This presentation was provided to the Board in their November Board materials. The FY2022 Budget will be presented to the Board for review at the December meeting and approval of the FY2022 Budget will take place at the February 2021 Board of Trustees' meeting.

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

5. Consent Approval for All Action Items

- a. Motion to approve College recommendations for item A.1. – A.3. as proposed.

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 the College’s recommendation for items A.1. – A.3. as proposed. Mr. Hoover seconded.

Motion status: Motion carried unanimously.

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

Dr. Mince reported:

1. The Board must approve all changes to salary schedules. The College currently pays a wage of \$11.25 per hour to student employees and some hourly employees. In compliance with the Maryland State minimum wage increase to \$11.75 per hour, and in order to remain competitive with other community colleges and area employers such as fast food chains and retail stores, we are proposing a rate increase to \$12.00 per hour, effective January 1, 2021. This is a 6.4% increase. The College has a history of maintaining a level of pay for student and some hourly positions above the minimum wage amount to attract and retain a talented and productive workforce. The College would like to continue to keep a salary variable where our impacted student and hourly employees will be compensated more than the state minimum wage and also offer affordability for the College.

Recommended Motion: That the Board approve a 6.4% pay increase for student and impacted hourly employees to \$12.00 per hour.

2. The Board of Trustees must approve all new policies. The College is seeking to establish policies in accordance with Maryland law that will provide unpaid leave for bone marrow and organ donation and for crime victims – to comply with a subpoena or other court order to attend a proceeding in which they have a right to appear. Employees may choose to use available accrued but unused vacation/personal/paid sick time in lieu of unpaid leave. Both of these policies were recommended to be added to our Employee Handbook as a result of a review that is in progress.

Notice: The Board of Trustees approve the College Policy – Bone Marrow and Organ Donor Leave and Crime Victim Leave at their December 2020 meeting to be included in the Employee Handbook.

3. One new support staff appointment includes Jason Draksler, Campus Police Officer, effective November 2, 2020.
4. Dr. Mince shared five new temporary appointments presented to the Board for information.
5. The College informed the Board of five employee separations to include Eric Farley, Environmental Services Specialist, effective October 8, 2020; Josiah Guthland, Assistant Director of Admissions, effective November 24, 2020; James Jessup, Assistant Chief, Campus Police, effective December 18, 2020; Carol Mowbray Brooks, Intake Assessment Coordinator, effective November 13, 2020; Rose Runkles, Environmental Services Specialist, effective October 23, 2020.

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

Mrs. Frager requested for a motion for item B.1. – B.2. as proposed.

Motion: Mrs. Foster moved that the Board of Trustees approve the College’s recommendation for items B.1. – B.2. as proposed. Mrs. Bream seconded.

Motion status: Motion carried unanimously.

VI. Old Business/New Business

A. New Business

1. Mrs. Frager reported on nominations for College Medals and Honorary Degrees for Roberta and Greg Kahlert. These awards will be presented at the Starry Night Gala on Friday, December 4, 2020. Mrs. Frager asked Dr. Ball to say a few words on these prestigious awards.

Dr. Ball stated that the College sought to award these medals to the Kahlerts at our Commencement exercises in May. Since Commencement exercises were canceled, he felt this was the perfect opportunity to award these prestigious awards to two very deserving people.

Mrs. Frager reported:

Upon the recommendation of the College President, the Board of Trustees hereby awards Roberta and Greg Kahlert the College Medal and an Honorary Associate of Science Degree. Mrs. Frager read a few highlights of the Kahlert’s generous contributions.

The Kahlert Foundation’s relationship with the College began in 2014. Through the collective personal generosity along with their Foundation, the Kahlert’s have contributed more than \$1.6 million dollars to Carroll Community College.

Their significant financial support has had an immeasurable impact on the achievement of the College’s strategic initiatives over the years. Their generosity provided scholarships including: the Kahlert Foundation Endowment Fund, which supports scholarships for 8 students annually in perpetuity; the Student Emergency Assistance Fund which provides aid for students struggling with the financial impact of COVID-19; the Carroll Promise Fund, which supports high-need students; and, they have generously provided scholarships for Physical Therapy Assistant students.

The Kahlert’s also supported several learning support initiatives including tutoring services and expanding the College’s mobile laptop/tablet cart equipment, thus turning any classroom into a computer lab. Their meaningful support of technology at Carroll has enabled the College to receive matching technology grant funds from Carroll County Government, thus doubling the impact of their investment in the College’s technology resources. They also funded the Honors Collaboration and Research Center, a unique and innovative learning space for academically gifted students to gather to complete undergraduate research and capstone learning projects.

Mrs. Frager stated that Roberta and Greg Kahlert and their Foundation have certainly contributed in such a meaningful and impactful way for our College, for our outreach in the community and specifically for our students.

Mrs. Frager asked for a motion on this recommendation.

Recommended Motion: Mr. Bollinger moved in recognition of their exceptional commitment to assuring the mission and goals of the College; preeminent support for and service to Carroll Community College; superior leadership for the improvement of higher education; and, outstanding contributions to the community, the Carroll Community College Board of Trustees awards the Carroll Community College Medal and the Honorary Associate of Science Degree to Roberta S. and Greg W. Kahlert. These awards will be presented at the Starry Night Gala on Friday, December 4, 2020. Mrs. Foster seconded.

Motions status: Motion carried unanimously.

VII. Dates of Upcoming Meetings and Events

Mrs. Frager reviewed upcoming meeting and activity dates.

On behalf of the Board of Trustees, Mrs. Frager thanked everyone for their many generous contributions to the College community and students, and wished everyone a very happy Thanksgiving.

Mrs. Frager asked for a motion to adjourn the November 18, 2020, Board of Trustees meeting.

Motion: Mrs. Foster moved to adjourn the November 18, 2020, Board of Trustees Meeting. Mrs. Bream seconded.

Motion status: Motion carried unanimously.

VIII. Adjournment

Mrs. Frager adjourned the meeting at 5:40 P.M.