

**CARROLL COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES**

**February 17, 2021
Approved**

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

BOARD MEMBERS PRESENT

Dave Bollinger
Sherri-Le Bream
The Honorable 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

The Honorable Stephen Wantz

STUDENT GOVERNMENT

Michael Wilhelm

STAFF PRESENT

Marianne Anderson
Tara Barnabei
Rob Brown
Trish Carroll
Dr. Natalie Crespo
Dr. Kristie Crumley
Dr. Maya Demishkevich
David Hodgson
Clyde Johnson
Dr. Michelle Kloss
Robert Krzanowski
Becki Maurio
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 4:37 P.M. and led the opening exercises. She asked for a moment of silence for former Trustee, Janet Colburn, who, sadly, had passed away earlier this the week. Ms. Colburn served two six-year terms on Carroll’s Board of Trustees.

Mrs. Frager indicated that the Personnel, Instruction and Related Policies Committee added one exhibit item to the February 17, 2021 Agenda, exhibit V.B.6. Mrs. Bream moved that the modified Agenda for February 17, 2021 be approved. Mrs. Foster seconded. The February amended Agenda was unanimously approved.

Hearing no corrections or additions to the Minutes of December 16, 2020, Mr. Bollinger moved that the Minutes of December 16, 2020, be approved. Mr. O’Callaghan seconded. The December Minutes were unanimously approved as submitted.

IV.A. President’s Report

Dr. Ball reported:

1. Dr. Ball invited Ms. Maurio to share the Diversity, Equity, and Inclusion report with the Board. He indicated that Ms. Maurio and Mr. Johnson will be conducting this report together for a few more meetings and then Mr. Johnson will take over the monthly Diversity report to the Board.

Ms. Maurio described the Diversity, Equity, and Inclusion (DEI) Committee's planned activities during the Month of February celebrating Black History Month. Becki described the Black History Month Challenge, in which participants received a weekly calendar with links to daily videos, readings, and activity suggestions to help expand knowledge of Black history and accomplishments. Each week prizes were awarded to those who submitted reflections on their learning. Ms. Maurio indicated that 43 employees were participating in the challenge. She also shared feedback received from participants.

Ms. Maurio reviewed with the Board the invitation they received today to attend the Black History Month Panel on Thursday, February 25, 2021 at 3:30 p.m. Three Black leaders in the community are scheduled to discuss their career successes, triumphs, challenges, mentorship experiences, and influences that helped them in their career journey. Panelists include Trustee Diane Foster, Winters Mill Principal Michael Brown, and retired engineer and community leader Bernie Jones.

Ms. Maurio expressed elation with the addition of Mr. Clyde Johnson as Executive Director of Diversity, Equity and Inclusion at Carroll and stated that Mr. Johnson will soon take over duties as Chair of the DEI Committee. She invited Mr. Johnson to talk about his vision for the committee.

Mr. Johnson thanked Ms. Maurio and indicated that it was his pleasure to attend his first Carroll Board meeting in his new role at the College. He stated that in his 38 days on the job thus far he has had the opportunity to meet extensively with fellow colleagues who are working on diversity efforts across campus. He has also been able to study committee accomplishments to date and has learned a great deal about the College. Mr. Johnson indicated that to get started in his new job, he created a 30, 60, 90-day plan. Over the next 30 days he will meet with external leaders in the community. He will also reach out to Trustees to solicit thoughts about growing the institution's DEI capabilities.

Mr. Johnson will continue the virtual dialogue that Ms. Maurio has developed with the College community. His goal is to celebrate diversity in all its forms. The outside community will be able to participate in many of the College's diversity activities.

Mr. Johnson indicated he will also be developing a diversity audit process aimed at identifying strengths, areas of opportunity, and elements to strengthen the College's DEI Strategic Plan. He thanked the Board for their confidence and the opportunity to join the Carroll team.

Dr. Ball thanked Ms. Maurio and Mr. Johnson for their work in these efforts.

2. Dr. Ball invited Dr. Maya Demishkevich, Senior Director of Marketing, Ms. Tara Barnabei, Art Director, and Mr. David Hodgson, Graphic Designer for Marketing and Creative Services, to share the College's Logo Redesign with the Board.

Dr. Demishkevich stated that Logo Redesign is important for the College in terms of updating the image of the College and its brandmark. She indicated that this is a large undertaking and she believes her talented team is up for the challenge of rebranding of the College. She introduced Mrs. Barnabei.

Ms. Barnabei provided a PowerPoint presentation on the 2021 Logo Redesign. She reviewed the following points with the Board:

- The last Logo Redesign was done in 2002, with a slight refresh in 2011
- Areas for improvement
- Web redesign Focus Group results

Ms. Barnabei then introduced Mr. Hodgson, who discussed the design process, displayed landmark iteration samples, presented four final concepts, and reviewed color palette and other landmark considerations.

Dr. Ball asked the Board and Commissioner Wantz for their preferences on the four final logo designs. He also asked SGO President, Mike Wilhelm, from a student perspective, for his preferred choice.

The Board, Commissioner Wantz, and Mr. Wilhelm gave their favorites on their preferred logo design.

Dr. Ball thanked everyone for their input.

Mrs. Frager thanked the Marketing and Creative Services Team for their hard work and conveyed the Boards' trust in their ability to carry out a successful rebranding for the College.

3. Dr. Ball asked Provost Mince to provide an update on Spring 2021 enrollment.

Dr. Mince reported the College will submit the official third week census report for the semester to the Maryland Higher Education Commission (MHEC) on February 22, 2021. As of February 16, the FTE for Spring 2021 was down 6.9%.

Dr. Mince shared percentages according to the first day of class among other community colleges throughout the State. She indicated that, in comparison, Carroll fared well among our sister colleges. Dr. Mince stated that she will provide the official enrollment percentages at the March Board meeting.

Mrs. Frager thanked Dr. Mince for this encouraging report.

Dr. Ball stated that at the last Presidents' meeting they were asked to share their enrollment status and felt that Carroll was very fortunate during these unprecedented times.

Dr. Ball thanked Dr. Mince for her report.

4. Dr. Ball provided a Legislative update to the Board on the latest activity during this 2021 Legislative session.
5. Dr. Ball and the Board of Trustees attended the virtual MACC Trustee Leadership Conference on January 25, 2021. Dr. Ball indicated that overall, he thought this was a good conference. Dr. Ball asked the Board for their opinions of this conference and virtual format.

The Board all agreed that they liked the virtual format, but missed the personal interaction with the Legislators.

6. Dr. Ball attended the virtual Student Advocacy Day on February 9, 2021. Carroll had 11 inspiring students in attendance who all did a superb job representing the College. Dr. Ball conveyed that the only disappointment was not having our Delegates personally attend. Representatives were sent from each of their offices. Though Senator Ready was delayed, he was able to join the meeting and shared his experiences in the legislature and his experiences as a Carroll alum.
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 reported:

- The College will hold the Book Fair virtually on April 9-10, 2021.
- The Foundation's goal is to raise substantial scholarship dollars to help make it possible for students to attend Carroll.
- The Foundation hopes to replicate events traditionally held during the fair in virtual format.
- The Foundation is working with Penguin Random House on the best book selections for the limited number of books that will be sold this year.
- Mr. Wantz shared the four authors who will be featured at the Book Fair.
- The many activities planned include children activities, STEM activities, a showcase for Summer Kids@Carroll, a silent auction, and Give to the Cause to support our Food Locker and to provide financial assistance for children who would like to attend Kids@Carroll this summer.
- The Book Fair Sponsorship Team is currently at work out in the community seeking support.

Dr. Ball thanked Mr. Wantz for his report.

Mr. Bollinger congratulated Mr. Wantz and his staff for the *Brilliant Future Campaign* Publication that was recently sent out to illustrate to the community the impact of their generosity.

Mrs. Frager also thanked Mr. Wantz and Mr. Bollinger, Chair of the *Brilliant Future Campaign*, for their hard work in making the campaign a big success in support of the College and our students.

Mrs. Frager informed Mr. Wantz of the Boards' full support of a sponsorship ad in the Book Fair program.

IV.B. Academic Council

Mr. Krzanowski reported:

- The Council met on Friday, February 5, 2021.
- The Council added the CHEM 134 course to the list of approved electives for two of the Engineering programs.
- The Council updated the title and course description for English 101, College Writing I.

IV.C. Senate

Ms. Nusbaum reported:

- The Senate met on Friday, February 12, 2021.
- Dr. Ball attended to provide College updates and answer questions.
- The guest speaker was Mr. Clyde Johnson, Executive Director of Diversity, Equity and Inclusion.
- A discussion ensued on questions related to the updated Inclement Weather Policy. The Executive Team and Ms. Lisa Kuhn, Director of Human Resources, provided clarifications and explanations as needed.
- Ms. Barb Gregory, Director of Career Development, shared the progress on the new "Lynx Shout Out" employee appreciation program.
- Mr. Wilhelm shared the SGO end-of-semester Student Concern Survey Results.

Ms. Nusbaum continued:

- Senate elections for the upcoming academic year were discussed.

IV.D. Student Government Organization (SGO)

Mr. Wilhelm reported:

- SGO will hold a Town Hall meeting on February 24, 2021. Mr. John Gay, Director of Financial Aid, and Mr. Steve Wantz will attend to discuss Financial Aid and Scholarships.
- SGO continues to plan more fun drive-thru events for students.
- SGO is in the beginning stages of planning the annual SGO Banquet.
- SGO is preparing for the upcoming Student Government Board elections.
- Mr. Wilhelm shared the SGO End-of-Semester Student Concern Survey Results for Fall 2020 with the Board. He indicated that the survey received 97 responses overall. In conclusion, students' biggest concerns were:
 - Communication
 - Grading
 - Student Events
 - Feminine Hygiene Products
 - Mental Health
 - Financial Needs
 - Health and Safety
- Mr. Wilhelm shared some of the detailed results of the questions and answers provided in his report.

IV.E. Commissioner

Commissioner Wantz reported:

- Commissioner Wantz stated that it is a pleasure to be back as the Commissioner's Ex-officio representative to the Board.
- He applauded and congratulated the College's Virtual Starry Night Event that took place on December 4, 2021. The Commissioner was happy to be a part of this event and congratulated Mr. Wantz and his team for a stellar night.
- The Commissioner indicated that he serves on the Maryland Association of Counties (MACo) and is attending these meetings virtually.
- He advised Dr. Ball to be aware of Senate Bill 894-Post Crisis Jobs Act of 2021. MACo is in support of this bill and Mr. Wantz conveyed that this bill could offer potential growth to community colleges in Workforce Development.
- The County is doing all it can to battle the winter storms that have been occurring. As of today, a total of 8,000 tons of salt has been distributed in Carroll County. The county is currently evaluating the conditions for tomorrow's predicted winter storm.
- The County continues the battle and challenges of COVID. The testing facility at the Shipley Arena is open on Tuesdays, Thursdays, and Sundays. The County is currently dealing with the vaccine process administered by the State.

Commissioner Wantz continued:

The Commissioner conveyed that they are also working with our local Health Department who is working to get as many Carroll residents vaccinated in a timely manner as possible. He applauded Mr. Ed Singer, Health Officer for the Carroll County Health Department, on keeping the vaccination centers running smoothly.

- Commissioner Wantz advised the Board that some rural portions of the County do not have internet service. The Commissioners are applying State grants to expand internet service to those who need it the most.
- The Commissioner discussed the upcoming budget process.

Mrs. Frager thanked the Commissioner for his report and welcomed him back as Ex-officio representative to the Board.

IV.F. Planning Advisory Council (PAC)

Mrs. Bream reported:

- Dr. Mince announced that Trustee Bream would be presenting the report as the Board representative on PAC.
- The Planning Advisory Council met on Monday February 1, 2021 via MS Teams. Mrs. Bream indicated there were 44 staff members who attended the virtual PAC meeting. She conveyed that there is a high level of member engagement at PAC meetings.
- Mrs. Bream provided PAC with a summary of the Board of Trustees Retreat that was held on January 20, 2021. Mrs. Bream emphasized how important it is for the Board to hear directly from staff and students regarding programs and initiatives during monthly Board meetings.
- Dr. Mince, Dr. Crespo, Director Institutional Research, and Ms. Trostle, Executive Vice President of Continuing Education and Training, provided an overview of the Institutional Effectiveness Measures Report.
- Dr. Mince provided context for the Institutional Effectiveness Measures by sharing excerpts from a National Student Clearing House Research Center report titled *COVID 19 Transfer Mobility and Progress, a First Look at Fall 2020*.
- The Council conducted its mid-year assessment of the College's strategic initiatives accomplishment through an examination of the College's Institutional Effectiveness Measures, and of its progress on tasks in the College's FY2021 Strategic Plan.
- Mr. Schuman provided an update on the FY 2021-2022 Operating Budget Request.
- Dr. Ball indicated that even though the first day of the Spring semester was a snow event and the campus was closed, the College opened virtually, thus avoiding disruption to instruction on the first day of classes and assisting students with other needs they may have had.
- Mrs. Bream thanked the entire College community on behalf of the Board for going above and beyond during the pandemic.
- The next virtual meeting of the Council is Monday, March 1, 2021.

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

Mr. Schuman reported:

The Finance Committee asked Mr. Schuman, Executive Vice President of Administration, to present the Finance reports in order to expedite the process.

Mr. Schuman updated the Board on the FY 2021-2022 Operating Budget Request.

- Mr. Schuman presented a brief PowerPoint of the FY2021-2022 Operating Budget Request to the Board.
- Mr. Schuman reported that the Fiscal Year 2022 Budget Request in front of the Board of Trustees is essentially the same as previously discussed in detail at the December 2020 BOT meeting. The only modification was a change in the projected State Revenues based on changes in the Governor's budget. He also stated that the College had reduced its request for supplemental funds from the County.

The Board and the Commissioner asked questions after Mr. Schuman's budget update.

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

Recommended Motion: The Board of Trustees approve the Fiscal Year 2021-2022 Proposed Operating Budget and authorize the President to transmit it to the Board of Carroll County Commissioners for their review.

2. The Board must approve the Tuition and Fee Structure of the College pursuant to the Board of Trustees Policy. The College charges tuition and fees. In conjunction with the development of the annual operating budget, the Tuition and Fee Structure is reviewed. The Board of Trustees needs to approve, in conjunction with FY2022 budget request, a Tuition and Fee Structure, effective Summer Session 1.

There is no tuition increase being recommended for in-County rates.

To remain compliant with State Law, Title 16 Section 301 (7) (B1), a 3.2% tuition increase was included for out-of-County students; and, a 3.6% increase was included for out-of-State students in the Tuition and Fees Schedule.

Recommended Motion: Approve the revised Tuition and Fees Structure for the tuition increase, effective Summer Session 1 – 2021 and Fall Session 2021 for Continuing Education and Training.

3. 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 December and January reports are not the audited final statement.

A review of the financial statements for the period ending December 31, 2020 and January 31, 2021, reveals normal and reasonable receipts, disbursements and encumbrances.

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

Mr. Schuman continued:

4. The Board of Trustees Policy requires approval of all Purchase Requisitions amounting to 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. Starfish software makes it easy to collaborate, share data, and support students in one student-focused platform. The initial 3-year contract will end in April 2021. This request is for a new 3-year contract to start when the existing contract expires.

Operating funds will be used for this request.

Recommended Motion: The Board of Trustees authorize 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 3-year term.

5. Board Policy requires the Board of Trustees to approve the acceptance of all grants. The Maryland State Department of Education (MSDE) is providing funding for the purchase of electronic learning devices for all students who are participating in the Child Care Career and Professional Development Fund (CCCPDF) and are registered for Spring 2021 courses to assist with the transition to online learning. Devices should not exceed \$1,000 each and will be purchased through the College and reimbursed by MSDE. The CCCPDF grant coordinator will also receive an electronic learning device through this grant.

Recommended Motion: The Board of Trustees accept the grant from the Maryland Department of Education in the amount of \$10,303 for the purpose of supporting the transition to online learning for the CCCPDF coordinator and students previously awarded funds from the Child Care Career and Professional Development Fund.

6. Board Policy requires the Board of Trustees to approve the acceptance of all grants. The Nursing Educator Doctoral Grants for Practice and Dissertation Research (NEDG) is a statewide funding initiative authorized under the auspices of the Nurse Support Program II (NSP II) and jointly approved by the Health Services Cost Review Commission (HSCRC) and the Maryland Higher Education Commission (MHEC). This competitive grant program is designed to support Nursing Ph.D. candidates' dissertation work and Doctorate of Nursing Practice (DNP) candidates' scholarly capstone project work. School of Nursing Deans and Directors are encouraged to nominate nursing doctoral candidates who are interested in serving as nursing faculty for funding consideration.

The grant program goals are to:

- Increase the number of doctoral prepared nursing faculty in Maryland.
- Strengthen the faculty development for optimal capacity at schools of nursing.
- Recruit and retain a diverse nursing faculty.

Ms. Katelyn Barley was approved to receive up to \$30,000 and Ms. Tammy Schwaab was approved to receive an award of \$50,000. This award is contingent upon satisfactory progress toward dissertation or capstone project and degree completion.

Recommended Motion: The Board of Trustees accept the grant from the Maryland Higher Education Commission for a total of \$80,000 for Fiscal Year 2021.

7. Board Policy requires the Board of Trustees to approve the acceptance of all grants. The Nurse Faculty Annual Recognition (NFAR) award is part of the Nurse Support Program II funded through the Maryland Health Services Cost Review Commission (HSCRC) and administered by the Maryland Higher Education Commission (MHEC).

Mr. Schuman continued:

This grant program was created to recognize five areas of excellence in education demonstrated by nursing faculty in Maryland nursing programs. This award is for experienced nursing faculty members who are nominated by their Dean or Director.

The College can access the award for up to five years if the nominee remains employed as a full-time faculty member in good standing in the nursing program.

Ms. Jane Schroeder, nursing faculty member, was approved to receive an award of \$10,000.

Recommended Motion: The Board of Trustees accept the grant from the Maryland Health Services Cost Review Commission and the Maryland Higher Education Commission for \$10,000.

8. The Non-Operating Budget Funds were presented for information only.
9. The College will provide a Quarterly Report reflecting items purchased in excess of \$10,000 and less than \$25,000 for information to include ongoing contracts, blanket purchase order for monthly expenditures, training partnerships, and purchase requisitions in excess of \$10,000 but less than \$25,000.

This policy was enacted by the Board of Trustees on November 16, 2005, pursuant to Title 16 of the Education Article and State Procurement Regulations for small procurement process.

10. 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.

As applied by U.S. Department of Education (DOE), the Gramm-Leach-Bliley Act (GLBA) requires colleges and universities to, among other things:

- Maintain a written information security program.
- Identify and assess risks to stored information.
- Periodically evaluate and update their security program.

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. This assessment requires a report on the overall status of the information security programs be communicated to the Board of Trustees annually.

The Technology Security Committee uses the assessment to provide a measurable and repeatable process to assess the College's level of cybersecurity risk and preparedness. The College's Information Security Program documents practices that are used to protect critical business processes, data, and IT assets. Other key programs and policies include:

Identity Theft Protection Program

- Red Flags Rule - written program to detect the warning signs "red flags" of identity theft in day-to-day operations
- Periodic review of plan and training included in annual security awareness program

Mr. Schuman continued:

Electronics Communications Policy

- Specific to employees' use of systems and electronic resources

Acceptable Use Policy – Technology Resources

- Policies for all users (students, community, contractors, employees) of College technology resources

The Board was provided with a presentation of highlights and key cybersecurity tools and processes the College has implemented.

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

Consent Approval for All Action Items

- a. Motion to approve College recommendations for item A.1. – A.7. as proposed.

Mrs. Frager requested a motion for items A.1. – A.7. as proposed.

Motion: Mr. Hoover moved that the Board of Trustees approve the College's recommendation for items A.1. – A.7. as proposed. Mr. Bollinger seconded.

Motion status: Motion carried unanimously.

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

Dr. Mince reported:

1. The Board of Trustees must review and approve new academic programs. Data Science is an emerging discipline centered on investigating, analyzing, and presenting conclusions on data in fields such as Business, Accounting, Healthcare, and STEM. The Data Science certificate and degree will prepare students for immediate professional placement or provide a foundational base for continued study.

The College mission is to provide “accessible, high-quality educational opportunities to advance careers, enrich lives, and strengthen the community” it serves. This mission is conveyed through seven College goals, two of which are expressly addressed by the proposed Associate of Arts degree program in Data Science. Those two are:

Goal 1: Provides associate degree programs, career, and credentialing preparation, job skill enhancement, continuing professional education, and career resources and support to strengthen the regional workforce.

Goal 3: Delivers training and essential services to businesses and entrepreneurs and creates and sustains strategic community partnerships to support business and economic development.

The curriculum was developed based on faculty research and expertise. The designers of the program, Robert Brown, Division Chair of Business and Technology, and Associate Professor of Mathematics and Computer Programming, and Tricia Crossett, Associate Professor of Mathematics and Engineering, are both enrolled in master's degree programs related to this field.

Recommended Motion: The Board of Trustees approve the Data Science of Arts (A.A.) and the Data Science Lower Division Certificate (L.D.C.).

2. The College proposed one new Professional appointment for Nathaniel Horowitz, Intake Assessment.

Dr. Mince continued:

Recommended Motion: The Board of Trustees approve the appointment for Nathaniel Horowitz.

3. Change of status for professional staff includes Karen Pelton from Director, Major Giving and Donor Relationships to Director, Corporate and Foundation Giving and Grants Management, effective February 1, 2021.

Recommended Motion: The Board of Trustees approves the change of status request for Karen Pelton, Director, Corporate and Foundation Giving and Grants Management.

4. One new support staff appointment includes Teresa Parry, Assistant Supervisor, Environmental Services, effective January 11, 2021.
5. Several new temporary staff appointments were presented to the Board for information.
6. Currently when the College is delayed, closed early, or closed for the day, all classes are cancelled (except asynchronous online classes) and faculty, staff, and students are not expected to work remotely.

Beginning in the 2021 Spring Semester, we are changing the procedure as follows:

- **EMPLOYEES:** Those who are equipped to work from home are expected to work virtually according to their current schedule. Any exceptions need to be approved by a supervisor.
- A complete detail of the recommended changes, as related to staff, is in the attached document (Employee Handbook section 5.3 Emergency Closing/Inclement Weather) for approval.

A change to instructional modes is also being utilized:

- **STUDENTS:** Classes that are scheduled to be held face-to-face on campus and all remote synchronous classes that start prior to the opening of the facilities or after the closing of the facilities will be offered via Microsoft Teams at the same time classes are scheduled to meet. Classes not impacted by a delayed opening or early closing will run as scheduled. Asynchronous online courses are not impacted by the late opening.

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

Consent Approval for All Action Items

- b. Motion to approve College recommendations for item B.1. – B.3. as proposed.

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

Motion: Mrs. Foster moved that the Board of Trustees approve the College's recommendation for items B.1. – B.3. as proposed. Mr. Bollinger seconded.

Motion status: Motion carried unanimously.

VI. Old Business/New Business

No old or new business reported.

VII. Dates of Upcoming Meetings and Events

Mrs. Frager reviewed upcoming meeting and activity dates.

Mrs. Bream asked if the College's Middle States Accreditation Team visit scheduled for April will still be conducted virtually.

Dr. Ball responded that the accreditation visit will take place virtually on April 25-27, 2021. Information on the schedule will be forwarded as it becomes available.

Mrs. Frager asked for a motion to end the official February 17, 2021, Board of Trustees' meeting and meet in a closed Executive Session to discuss an issue of general administrative consideration. Mr. O'Callaghan moved to end the official February 17, 2021 Board of Trustees' meetings and meet in a closed Executive Session. Mrs. Foster seconded.

Motion status: Motion carried unanimously.

VIII. Adjournment

Mrs. Frager adjourned the meeting at 6:31 P.M.