

**CARROLL COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES**

**March 27, 2024
Approved**

BOARD MEMBERS PRESENT

Dave Bollinger
Diane Foster – via conference phone
Kelly Frager – via conference phone
Greg Kahlert
Mary Kay Nevius-Maurer, Chair
Dr. James D. Ball, Secretary/Treasurer

BOARD MEMBERS ABSENT- EXCUSED

Dave O’Callaghan, Vice-Chair
Sherri-Le Bream

COMMISSIONER LIAISON

The Honorable Kenny Kiler

STUDENT GOVERNMENT

Ms. Liz Salmond

STAFF PRESENT

Gregg Bricca
Rob Brown
Dr. Kristie Crumley
Patti Davis
Clyde Johnson
Dr. Michelle Kloss
Dr. Kelly Koermer
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 5:45 P.M. and led the opening exercises.

Hearing no corrections or additions to the Agenda of March 27, 2024. Trustee Bollinger moved for approval of the meeting Agenda; Trustee Frager seconded. The March 2024 Agenda was unanimously approved.

Trustee Foster moved that the February 21, 2024, minutes be approved; Trustee Kahlert seconded. The February 2024 minutes were unanimously approved.

IV.A. President’s Report

Dr. James Ball, President, reported:

1. Dr. Ball informed the Board that Dr. Mince was nominated and selected by an outside panel of judges for the 2024 Daily Record Top 100 Women Honoree. The reception and awards celebration will be held on May 6 at The Lyric in Baltimore.
2. Dr. Ball asked Dr. Mince, Provost, to provide an update on the 2024 Spring Credit Enrollment.

Dr. Mince reported that Spring 2024 enrollment, in both headcount and in Full Time Equivalents (FTE) has increased from last year. The increase in FTE (7.7%) is higher than the headcount increase (5.2%) even though a significant portion of the enrollment increase is attributed to dual enrollment students, who are predominantly part-time students.

For most student types, the fall-to-spring retention rate is higher than last spring. The 68.3% rate for all students is the highest in the past five years.

The number of dual enrollment students increased by nearly 25% compared to last spring. This is a smaller percentage increase than last spring (50%) and may indicate that dual enrollment stabilizing.

Dr. Mince welcomed Professor Mary Wallace to share about the highly engaged and prepared dual enrollment students that are in her 200-level communications course. In addition, Dr. Mince invited Dr. Crumley, Associate Provost, Student Affairs and Marketing to describe the New Start Scholarship, a funding program for adult students looking to begin or resume their higher education journey. The New Start Scholarship is available to students aged twenty-five or older and new at Carroll (or returning to Carroll after two or more years), their first class at Carroll may be free, saving them more than \$500.

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

3. Dr. Ball informed the Board on the MACC Legislative Committee's vigilance regarding funding matters for community colleges. Specifically, they are closely monitoring developments related to the Governor's Budget Reconciliation Finance Act (BRFA). The legislative session will end on April 8 and an update will be shared at the next Board meeting.
4. Dr. Ball invited Ms. Lisa Slappy, Chief Communications Officer, to provide an update on Communications, Marketing and Public Relations endeavors at the College.

Ms. Slappy informed the Board about several notable and positive news stories. Mr. Paul Hocheder, whose video showcasing his first day at Carroll Community College at the remarkable age of 90, became an internet sensation. His granddaughter shared the heartwarming moment on TikTok, capturing him on campus for his inaugural class and national media outlets swiftly picked up the inspiring story, celebrating his pursuit of knowledge at Carroll.

Ms. Slappy shared that the CDL program was recently highlighted in the publication, Transport Topics. Additionally, Overdrive Magazine featured the 1-year anniversary of opening the on campus CDL training range and highlighted that eight of the 33 students who completed the program in the first year were women.

Carroll Community College was named to Executive Alliance's 2024 Honor Roll Award for Women's Representation. Furthermore, the College won the Silver Paragon Award for Social Media or Online Marketing Campaigns from the National Council for Marketing and Public Relations.

The URL link to these stories will be shared via email to the Board of Trustees.

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

The Board is invited to participate in the Carroll Citizens for Racial Equity (CCRE) Annual Conference scheduled for Friday, April 26, 2024, at 8:30 a.m. on campus. The conference aims to foster community engagement and learning by addressing timely issues related to race and equity in Carroll County. This year's theme is "Relearning the Past, Owning the Present, and Building an Equitable Future".

Mr. Johnson stated that the Carroll Community College Board of Trustees must review and approve the College's Diversity Improvement Plan. Mr. Johnson shared the College hired BDO, Inc. to conduct an in-depth college-wide diversity, equity and inclusion audit and provide recommendations that could be implemented to move the College forward in its efforts to create an institution-wide strategy around building competency across process improvement. As part of the plan, the College revised its Diversity, Equity, Inclusion and Belonging (DEIB) Vision, Mission, and Commitment Statements, as well as revised the structure of the DEIB Committee.

Recommended Motion: Trustee Nevius-Maurer moved that the Board of Trustees approve the Diversity, Equity, Inclusion, and Belonging (DEIB), Vision, Mission, and Statement of Commitment including any recommended changes. Trustee Foster seconded.

Motion status: Unanimously approved.

6. Dr. Ball invited Mr. Steve Wantz, Executive Director of Institutional Advancement & College Foundation, to give the Board an update on the Foundation's activities.

Mr. Wantz shared an update on the Turning Hopes and Dreams into Reality campaign, which honors the legacy of Dr. James Ball. The campaign boasts a robust steering committee comprising 11 members. Remarkably, it has already surpassed the \$7 million mark on its journey toward the ultimate goal. Additionally, there is \$700,000 in pending decisions, further fueling the campaign's progress. Members of the community have been consistently offering positive feedback, recognizing the significance of honoring Dr. Ball and the impact the college has on the local community

Mr. Wantz announced that the first wave of fall 2024 scholarships application has concluded. The second wave will begin May 17.

Mr. Wantz updated the Board on upcoming events, including Carroll Giving Days on April 11-12; the Annual President's Society Breakfast on Friday, April 12 at 8:30 a.m. in the Bollinger Family Conference Center (K100); The Planned Giving - Annual Retirement Seminar on April 17 from 4:30-6:00 p.m. in the Bollinger Family Conference Center (K100); and the 2nd Annual Family Funfest event taking place on April 27, 2024, from 9:00 a.m. to 3:00 p.m. on the College campus.

7. Dr. Michelle Kloss was invited to share the announcement about the 5th Annual Student Excellence Showcase which will be held on Wednesday, April 17 from 11 a.m. - 2 p.m. in the Babylon Great Hall in the Kahlert Foundation Campus Center. The Board is welcome to attend and enjoy the exemplary student projects from the Lynx Scholars, STEM Scholars, and Pappalardo Honors Programs along with student work from various Carroll courses.

IV.B. Academic Council

Ms. Mary Wallace, Academic Council President reported:

Academic Council met on Friday, March 1, 2024. Two proposals were submitted and approved by the Council.

The next meeting will be held on Friday, May 3, 2024.

IV.C. Senate

Emily Salyards, Senate President, reported:

The Senate met on Friday, March 8, 2024.

Dr. Ball shared an update on the budget and informed senators about the approval of the credit tuition increase.

Senators were provided documentation and information on the student complaint process to review in preparation to vote at the April meeting.

The next Senate meeting will be held on Friday, April 12, 2024.

IV.D. Student Government Organization (SGO)

Ms. Liz Salmond, SGO President reported:

The SGO has been actively accepting applications for Executive Board positions for the upcoming academic year. As a result, they have received 10 applications from candidates. The process is underway, and the SGO is diligently reviewing the submissions to select the best candidates for their leadership roles.

SGO is looking forward to the Lego Building Event on Monday, April 8 from 10:00 a.m. to 12:00 p.m. in the Babylon Great Hall in the Kahlert Foundation Campus Center.

IV.E. Commissioner

The Honorable Kenny Kiler Commissioner Liaison to the Board reported:

Commissioner Kiler stated that the College prepared and presented a great presentation at the Carroll County Government FY25 Agency Budget Hearings on March 26, 2024.

The Commissioners are working through the budget cycle, hearing testimonies across county agencies and have a wide range of budget necessities to address.

The Commissioner stated that the College has always been a strong foundation of the Community and he thanked the Board and staff for all their hard work and looks forward to continuing to work with the College.

IV.F. Planning Advisory Council (PAC)

Trustee Kahlert reported:

The Planning Advisory Council met on Monday, March 4, 2024.

Mr. Clyde Johnson, Executive Director, Diversity, Equity, and Inclusion shared the DEIB Plan update with PAC members. The PAC endorsed the DEIB Committee Membership and the DEIB Committee Application.

Dr. Kristie Crumley and Mr. Steve Berry, co-chairs of the Curriculum Development Committee (CDC), provided an update and highlighted Academic and Continuing Education Instructional programming and plans.

Dr. Nancy Perry and Dr. Kristie Crumley provided a comprehensive overview of the Program Review process to the PAC members. The participants were divided into small groups, tasked with scrutinizing the Program Review Executive Summaries. This in-depth study spans five years and encompasses various aspects, including assessment and curriculum, economic outlook, faculty, staffing, and budget for the programs offered at Carroll.

The next meeting will be held on Monday, April 1, 2024, in The Bollinger Family Conference Center (K100) at 3:30 P.M.

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

Trustee Bollinger reported:

1. Financial monthly reports are provided to the Board of Trustees in order to keep the Board informed of the ongoing status of the College's financial activities. A review of the financial statements for the period ending February 29, 2024, reveals normal and reasonable receipts, disbursements, and encumbrances. The February reports are not the audited final statement.

Recommended Motion: Trustee Bollinger moved that the Board acknowledges receipt of the February financial report. Cumulative financial information will be annually audited, and appropriate responses provided by the external auditors during the annual audit process. Trustee Foster seconded.

Motion Status: Unanimously approved.

2. Pursuant to the Board of Trustees Policy, the Board must approve the Tuition and Fee structure of the College. The Board of Trustees must approve a Tuition and Fee Structure in conjunction with FY2025 budget request, to be effective Summer Session 1, 2024.

On February 21, 2024, the Board approved the FY25 Tuition and Fee Schedule, however, the FY25 Tuition and Fee Schedule includes an increase in Non-Credit Computer/Technical Courses/Technology/Laboratory Fee from *up to \$50/course to up to \$150/course*. The proposed increase in fees is expected to have a predominantly neutral impact, as a portion of tuition will be reallocated towards fees.

Recommended Motion: Trustee Bollinger moved that the Board of Trustees approve the revised FY25 Tuition and Fee Schedule, effective Summer Session 1 – 2024 for Credit Students and Fall Session 2024 for Continuing Education and Training. Trustee Frager seconded.

Motion Status: Unanimously approved.

3. Board of Trustees Policy Item requires approval of all contract awards amounting to over \$25,000. Carroll Community College issued a Request for Proposals (RFP) for Group Medical & Pharmacy, Dental, Vision, Wellness, and Stop-Loss Benefit Plans for Employees and Retirees. The College's current contract with Cigna Healthcare is due to expire on June 30, 2024. The College and PSA Financial Services requested proposals from interested and qualified firms be submitted by January 26, 2024.

The contract award for Carroll's Health and Wellness Benefit Plan and Services to Cigna Healthcare resulting from this RFP shall be for a period of three (3) years, with five (5) one (1) year optional renewals beginning from the annual date of initiation, provided that service is satisfactory, there are no unreasonable cost changes, and funds are available for this purpose.

The proposal submitted by Cigna Healthcare offered the best financial benefits to Carroll Community College while maintaining level of service and required provider networks.

Recommended Motion: Trustee Bollinger moved that the Board approve the College awarding a contract between the College and CIGNA for an initial term of three (3) years with the option of five (5) one (1) year extensions. Trustee Kahlert seconded.

Motion Status: Unanimously approved.

4. The Board of Trustees Policy Item requires approval of all Purchase Requisitions amounting to over \$25,000. The College IT Department currently administers the Enterprise Resource Planning System (Colleague) located on campus. The scope of work that Ferrilli will undertake includes comprehensive administration of the application, database, and operating systems related to the Colleague system. Ferrilli is a vendor listed with the Maryland Education Enterprise Consortium (MEEC), contract #91372. The contract proposal from Ferrilli outlines an initial 6-month cost of \$38,370.

Recommended Motion: Trustee Bollinger moved that the Board of Trustees authorize the College to award the purchase of core managed services in an amount not to exceed \$38,370 for six months using the MEEC Agreement 91372 contract to Ferrilli. Trustee Frager seconded.

Motion Status: Unanimously approved.

5. The College informed the Board that in preparation for the Dr. Ball Campaign, the Foundation partnered with CCS, a strategic fundraising consulting firm. The Foundation Board of Trustees approved an agreement with CCS for capital campaign services. This agreement spans from January 16, 2024, through September 20, 2024. The total cost of this agreement is \$225,000, and CCS will be reimbursed for any reasonable and actual expenses incurred during their service delivery. Foundation purchases are processed through the College accounting system and should follow the College's purchasing procedures, including compliance with Federal and State procurement code.

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

Trustee O'Callaghan reported:

1. The College proposed three professional appointments to include Dr. Kristie Crumley, Vice President, Academic and Student Affairs and Dean of Faculty; Dr. Michelle Kloss, Vice President, Effectiveness, Integrity, and Accountability; and Ms. Keyona Shabazz, Instructional Coordinator.

Recommended Motion: Trustee Kahlert moved that the Board of Trustees approve the appointments of Dr. Kristie Crumley, Dr. Michelle Kloss, and Ms. Keyona Shabazz. Trustee Frager seconded.

Motion Status: Unanimously approved.

Trustee Kahlert reported:

2. The College has one new Support Staff appointment provided to the Board for information.
3. Several new temporary appointments were provided to the Board for information.
4. The College informed the Board of two employee separations: Jonathan Boyle, Assistant Professor in Business and Technology and Kevin Carey, Campus Police Officer.

VI.A. Old Business/New Business

No old or new business was reported.

VII. Dates of Upcoming Meetings and Events

Trustee Nevius-Maurer reviewed upcoming meeting and activity dates.

Trustee Nevius-Maurer asked for a motion to end the official March 27, 2024, Board of Trustees' meeting. Trustee Bollinger moved to end the March 27, 2024, Board of Trustees' meeting; Trustee Kahlert seconded.

Motion status: Unanimously approved.

VIII. Adjournment

Trustee Nevius-Maurer adjourned the meeting at 7:05 p.m.