

**CARROLL COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES**

**April 17, 2024
Approved**

BOARD MEMBERS PRESENT

Dave Bollinger
Sherri-Le Bream
Diane Foster
Kelly Frager
Greg Kahlert
Mary Kay Nevius-Maurer, Chair
Dr. James D. Ball, Secretary/Treasurer

BOARD MEMBERS ABSENT-EXCUSED

Dave O’Callaghan, Vice-Chair

COMMISSIONER LIAISON

The Honorable Kenny Kiler

STUDENT GOVERNMENT

Liz Salmond, SGO Representative to the Board
Shanecia Pitterson, SGO President-Elect

STAFF PRESENT

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

Board of Trustee Chair, Mary Kay Nevius-Maurer called the meeting to order at 5:50 P.M. and led the opening exercises.

Hearing no corrections or additions to the Agenda of April 17, 2024. Trustee Foster moved for approval of the meeting Agenda; Trustee Frager seconded. The April Agenda was unanimously approved.

Trustee Bream moved that the March 27, 2024, minutes be approved; Trustee Bollinger seconded. The March minutes were unanimously approved.

IV.A. President’s Report

Dr. James Ball, President, reported:

1. Dr. Ball informed the Board that the Board of Trustees, Bylaws and Policy Manual has been reviewed and updated by Mr. Alan Schuman and Trustee Diane Foster. The College attorney, Pete Saucier, has recently finished reviewing and has offered comments. The manual will be presented at the May Board meeting for the required 30-day review by the Board of Trustees.
2. Dr. Ball shared a summary from the Maryland Association of Community Colleges (MACC) Legislative Committee’s 2024 End of Session Report. He communicated the Legislative highlights and funding divergences with the Board. Dr. Ball indicated the State fulfilled its obligation to fund Maryland’s community colleges, however, significant budget pressures in FY 2025 led to proposals for BRFA cuts across multiple sectors, including significant cuts to community colleges, though ultimately, the cuts to Community Colleges were less than originally proposed. Dr. Ball also shared that the County Delegation was on campus today to attend the Chamber of Commerce Annual Legislative Wrap-up Luncheon. Senator Ready and Senator West remarked to Dr. Ball that though State revenue gaps are projected to be wider in FY 2026, they had it on good authority from Senate Budget Appropriations Committee leadership that Community College’s would not likely be included in cuts that may emerge in FY26.
3. Dr. Ball informed the Board that he attended the Carroll County Sheriff’s Police Entry Level Training (PELT) Academy Graduation and Awards Ceremony on Thursday, March 28, 2024. Dr. Ball noted that

some of the PELT graduates will also participate in the College's Commencement exercise, including Sheriff Dewees' daughter, Deputy Mackenzie Dewees Hauffman.

4. Dr. Ball invited Clyde Johnson, Executive Director, Diversity, Equity, Inclusion, (DEI) to provide his monthly report to the Board. Mr. Johnson welcomed the Trustees to attend the Boys & Girls Clubs of Carroll County Annual Youth of the Year Ceremony to honor member's achievements and celebrate another year of positive impact in Carroll County on May 2nd at 5:15 p.m. in the Scott Theater. He also shared that the trip on April 12 to the African American Museum and Holocaust Museum in Washington, DC was impactful, meaningful, and well attended. Mr. Johnson acknowledged Dr. Mince's thoughtful and generous support in approving funds to treat the students with a refreshment on the trip. Mr. Johnson reminded the Board that the Carroll Citizens for Racial Equality (CCRE) conference is Friday, April 26, from 8:30 to 4 p.m. at the College. Mr. Johnson shared that he is looking forward to continuing his support and participation in the Workforce Academy this summer.
5. Dr. Ball invited Lisa Slappy, Chief Communications Officer, to provide an update on Communications, Marketing and Public Relations endeavors at the College. Ms. Slappy informed the Board that Carroll Community College was highlighted in the Carroll County Times newspaper on April 14 regarding McDaniel College's effort to address the Pre-K teacher shortage in the county; and on April 15 the College's Allied Health program was featured for the two-day mass casualty incident training event held on campus. Ms. Slappy continued with the successful signing ceremony between Carroll Community College and the University of Maryland, Baltimore County (UMBC) to formalize a new dual-admissions agreement that will offer students who transfer to UMBC directly from Carroll a clear pathway to a bachelor's degree after completing an associate degree at Carroll. In addition, Ms. Slappy provided an update on Mr. Paul Hocheder, the 90-year-old Lynx student who was featured on the television show "Good Morning Delmarva". Ms. Slappy finished her report with the Family Fun Fest public service announcement (PSA) on the Carroll Media Center (CMC) platform.

Trustee Kahlert shared that he highlighted in his remarks about the great relationship between Carroll Community College and the Boys & Girls Clubs of Carroll County at their recent ribbon cutting and grand opening.

6. Dr. Ball delivered an update on the Foundation's activities on behalf of Mr. Steve Wantz, Executive Director of Institutional Advancement & College Foundation:

Dr. Ball reported that the Turning Hopes and Dreams into Reality Campaign is progressing well and over \$7 million has been raised to date. In addition, over 40 attendees joined the President's Society Breakfast on April 12, where they unveiled the Dr. Ball tribute and campaign announcement video.

The Planned Giving Advisory Seminar is being held on April 17 and 31 attendees are registered to learn and enjoy a fun game of factual bingo led by Coleen Kramer Beal and Shannon Hammond.

Dr. Ball noted that *Carroll Giving Days* were held on April 11 and 12, with 122 donors raising over thirty-thousand dollars.

Dr. Ball reminded the Board of the upcoming Family Fun Fest event taking place on Saturday, April 27 and announced the Technology raffle is open and the flyer will be distributed to Trustees via email. Dr. Ball thanked all those who offered to volunteer and sponsor this event.

IV.B. Academic Council

Ms. Mary Wallace, Academic Council President reported the Academic Council Meeting in April was cancelled. The Council's next meeting will be held on Friday, May 3, 2024.

IV.C. Senate

Emily Salyards, Senate President, reported:

The Senate met on Friday, April 12, 2024. The Senators reviewed and discussed the proposed new student complaint process. Minor revisions were suggested, and the policy was endorsed unanimously.

The Senate's Guest speaker was Dr. Nancy Perry, Chair and Professor, Allied Health.

The next meeting will be held on Friday, May 10, 2024.

IV.D. Student Government Organization (SGO)

Ms. Liz Salmond, SGO President, reported:

Ms. Salmond thanked everyone who attended the Student Excellence Showcase on April 17th and stopped by her table to see her display on *Historic Shoreline Changes in the Mid-Atlantic Region and their Effects on Business and Society*.

Ms. Salmond introduced the new SGO President elect, Shanecia Pitterson and announced that all positions on the SGO Board were filled for Fall 2024.

IV.E. Commissioner

The Honorable Kenny Kiler Commissioner Liaison reported:

The Commissioners have one more work session to focus on the budget. Once the Proposed Budget is agreed upon by a majority of the commissioners, a release of the FY25 Proposed Budget is planned for Tuesday, April 23, 2024

Commissioner Kiler provided an answer to the Board regarding an inquiry raised last month concerning property and income taxes.

The Commissioner attended the Boys & Girls Club, North Carroll Clubhouse ribbon cutting and grand opening on April 10. He stated how nice it is to see the North Carroll community served in this wonderful facility.

IV.F. Planning Advisory Council (PAC)

Trustee Frager reported:

The Planning Advisory Council met on Monday, April 1, 2024.

Mr. Joe Bradley, Chief Information Officer, presented the Annual Technology Report. Trustee Frager stated that the number of Teams (virtual) meetings and emails have decreased in the past year because more meetings are occurring in-person.

Mr. Rob Brown provided an update on Middle States Standards indicating that the midpoint review is no longer required.

Trustee Frager shared that PAC spent time on environmental scanning and reviewing the economic development plan for Carroll County as well as the plan that Governor Moore outlined as priorities for the state of Maryland.

The next meeting will be held on Monday, May 6, 2024, in The Bollinger Family Conference Center (K100).

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 March 31, 2024, reveals normal and reasonable receipts, disbursements, and encumbrances.

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

Motion Status: Unanimously approved.

Trustee Frager reported:

2. Board of Trustees Policy requires approval of all Purchase Requisitions amounting to over \$25,000. Community Counselling Service Co., LLC (CCS) is currently providing fundraising consulting services for the Carroll Community College Foundation in support of the Turning Hopes and Dreams into Reality Campaign honoring the legacy of Dr. James Ball.

The existing contract provided three (3) months of full-time support. If left unchanged, the contract will reduce to three (3) days per week support effective April 8, 2024, for three (3) months.

The Office of Institutional Advancement and College Foundation is experiencing a staff shortage at a critical time.

The Foundation Office is requesting the College, through the Institutional Advancement operating budget, expand the CCS contract back to providing full-time support services through June 30, 2024, at a cost of \$37,500 plus additional costs articulated in the original Foundation contract (travel, housing, food allowances, etc.) estimated to be \$3,500 per month.

Recommended Motion: Trustee Frager moved that the Board of Trustees authorize the College to engage the expanded services of the current contract with Community Counselling Service Co., LLC as detailed above for the next three (3) months at a cost not to exceed \$48,000, thus using less than half of the anticipated operating budget surplus for the Institutional Advancement/Foundation FY 24 budget. Trustee Foster seconded.

Motion Status: Unanimously approved.

Trustee Foster reported:

3. The Non-Operating Budget Funds monthly report was presented to the Board as an information item.
4. The College provided a Quarterly Report reflecting items purchased in excess of \$10,000 not specifically approved by the Board of Trustees.

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

Trustee Bream reported:

1. The College proposed one professional change of status, Dr. Jennifer Fritzes, as Chair/Professor of Allied Health, to become effective May 27, 2024.

Recommended Motion: Trustee Bream moved that the Board of Trustees approve the status changes of Dr. Jennifer Fritzes, as Chair/Professor of Allied Health, to become effective May 27, 2024. Trustee Kahlert seconded.

Motion Status: Unanimously approved.

Trustee Kahlert reported:

2. Several new temporary appointments were provided to the Board for information.
3. The College informed the Board of five employee separations: Janet Ladd, Senior Director of Corporate Services and Workforce Development (CET); Charles (Max) Magee, Videographer/Photographer (PMA); Hunter Privette, Coordinator, Athletics (AA); Oscar Savaryn, Database Analyst-Business Intelligence Developer (ADM); Charles Sparenberg, Campus Police Officer (ADM).

VI. Old Business/New Business

- A. Trustee Nevius-Maurer appointed Trustees Bollinger and Frager to serve on the Board Nominating Committee for the 2024-2025 slate of Officers and asked them to provide their report at the May Board Meeting.
- B. Nominations for College Medal and/or Honorary Degree
 - 1. Dr. Ball reported that the College nominated Board Chair, Trustee Mary Kay Nevius-Maurer, to receive the College Medal in recognition of her distinguished service to the Board of Trustees. Trustee Nevius-Maurer's many accomplishments were provided to the Board.

Recommended Motion: Trustee Bream moved that in recognition for her distinguished leadership and exceptional service, the President and the Board of Trustees recommend awarding the Carroll Community College Medal of Honor to Trustee Mary Kay Nevius-Maurer, to be conferred at Carroll Community College's 31st Commencement Exercise on May 22, 2024. Trustee Foster seconded.

Motion Status: Unanimously approved.

- 2. Nomination for College Medal and Honorary Degree: Glenn S. Bair

Recommended Motion: Trustee Nevius-Maurer moved that in recognition of his 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 Associates Degree to the Mr. Glenn S. Bair. This award will be conferred at Carroll Community College's 31st Commencement Exercise on May 22, 2024. Trustee Bream seconded.

Motion Status: Unanimously approved.

- 3. Nomination for College Medal and Honorary Degree: The Honorable Ed Rothstein

Recommended Motion: Trustee Nevius-Maurer moved that in recognition of his exceptional commitment to assuring the mission and goals of the College; for his advocacy of Community Colleges in Maryland, and for his outstanding contributions to Carroll County and our Nation, the Carroll Community College Board of Trustees awards the Carroll Community College Medal and the Honorary Associate of Art Degree to the Honorable Ed Rothstein, to be conferred at Carroll Community College's 31st Commencement Exercise on May 22, 2024. Trustee Bollinger seconded.

Motion Status: Unanimously approved.

- 4. Nomination for College Medal and Honorary Degree: Garrett Hoover

Recommended Motion: Trustee Nevius-Maurer moved that in recognition of his exceptional commitment to assuring the mission and goals of the College; for his advocacy of all Community Colleges in Maryland, and for his outstanding contributions to Carroll County, the State of Maryland and our Nation as a leader in Healthcare, the Carroll Community College Board of Trustees awards the Carroll Community College Medal and the Honorary Associate of Science Degree to Mr. Garrett Hoover, to be conferred at the College's 31st Commencement Exercises, May 22, 2024. Trustee Frager seconded.

Motion Status: Unanimously approved.

5. Nomination for College Medal and Honorary Degree: Dr. Vimala Naganna and Dr. Chitrachedu Naganna (posthumously)

Recommended Motion: Trustee Nevius-Maurer moved that 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 Dr. Vimala Naganna and Dr. Chitrachedu Naganna (posthumously). This award will be conferred at Carroll Community College’s 31st Commencement Exercise on May 22, 2024. Trustee Kahlert seconded.

Motion Status: Unanimously approved.

6. Nomination for College Medal and Distinguished Alumnus: Mr. Golois Mouelet Nguimbi

Upon the recommendation of the Carroll Community College Alumni Advisory Committee, the College President recommends to the Board of Trustees that **Mr. Golois Mouelet Nguimbi**, be awarded the College Medal and be honored as a Distinguished Alumnus at the upcoming Commencement exercises.

Recommended Motion: Trustee Nevius-Maurer moved that in recognition of his distinguished academic contribution within his field of study and distinguished achievements in his career pursuit within Microsoft, **Golois Mouelet Nguimbi is hereby nominated to the esteemed position of Distinguished Alumnus at Carroll Community College.**

Carroll Community College and its students; and, upon the recommendation of the Carroll Community College Alumni Association, and the College President nominates Golois Mouelet Nguimbi to receive the Carroll Community College Medal and be honored as a Distinguished Alumnus. This award will be highlighted in the 2024 Commencement materials and will be conferred publicly at Carroll’s Commencement Exercises on May 22, 2024. Trustee Foster seconded.

Motion Status: Unanimously approved.

- C. Trustee Bream asked Dr. Kelly Koermer to update the Board on the temporary relocation of the Adult Education program. Dr. Koermer reported that due to an extended renovation project at the Carroll County Workforce Center on Center Street in Westminster, the College’s Adult Education and ESOL classes in in the process of being housed temporarily on the Main Campus for the next several months.

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 April 17, 2024, Board of Trustees’ meeting. Trustee Foster moved to end the April 17, 2024, Board of Trustees’ meeting; Trustee Bream seconded.

Motion status: Motion carried unanimously.

VIII. Adjournment

Trustee Nevius-Maurer adjourned the meeting at 7:30 P.M.