

**CARROLL COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES**

**June 26, 2024
Approved**

BOARD MEMBERS PRESENT

Dave Bollinger
Kelly Frager
Greg Kahlert
Mary Kay Nevius-Maurer, Chair
Dave O’Callaghan, Vice-Chair (conference phone)
Dr. James D. Ball, Secretary/Treasurer

BOARD MEMBERS ABSENT (EXCUSED)

Sherr-Le Bream
Diane Foster

COMMISSIONER LIAISON

The Honorable Kenny Kiler

STUDENT GOVERNMENT

Liz Salmond, SGO President

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
Steve Wantz

Board of Trustee Chair, Mary Kay Nevius-Maurer called the meeting to order at 5:55 P.M. and led the opening exercises.

Trustee Nevius-Maurer indicated that the Personnel, Instruction and Related Policies Committee added one exhibit item to the June 26, 2024, Agenda to include exhibit V.B.10. Trustee Nevius-Maurer asked for a motion to approve the amended Agenda. Trustee Frager moved to approve the June 26, 2024, agenda as amended; Trustee Kahlert seconded. The June Agenda was unanimously approved.

Trustee Frager moved that the May 15, 2024, minutes be approved; Trustee Bollinger seconded. The May minutes were unanimously approved.

IV.A. President’s Report

Dr. James Ball, President, reported:

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

Mr. Johnson reported on the third annual Juneteenth Celebration that took place at Carroll Community College on Saturday, June 22, 2024, was a successful community event. The Juneteenth holiday recognizes June 19, 1865, as the day of emancipation of enslaved people of African Heritage. The event highlighted history, art, and entertainment in tribute to freedom, while embracing African heritage. Mr. Johnson conveyed his appreciation to Dr. Roxanna Harlow for supervising activities during his absence.

Mr. Johnson shared that Continuing Education and Training (CET) administered Carroll’s Diversity Survey: Build Inclusion. The feedback will directly impact positive changes to college policies, from student services and classroom support to operations and training. Ms. Jean Marriott will compile responses this summer to prepare a report for the fall.

Mr. Johnson stated that The Carroll Community College Board of Trustees must review and approve the College’s Annual Diversity, Equity, and Inclusion Action/Improvement Plan Report. In accordance with §11-406 of the Education Article, the governing body of each Maryland public college and university is

required to develop and implement a plan for a program of cultural diversity. These plans must be submitted to each institution's board by July 1, 2024.

Thus, since the Carroll Community College's Board of Trustees does not meet in July, the Annual Diversity, Equity, and Inclusion Action/Improvement Plan for FY2023-2024 is submitted for The Board of Trustees review and approval in June for submission in September along with the Annual Diversity Report.

Recommended Action: Trustee Nevius-Mauer moved that the Board of Trustees approve the Diversity, Equity, and Inclusion Annual Plan for FY2023-2024. Trustee Frager seconded.

Motion status: Unanimously approved.

2. On May 16, 2024, Dr. Ball participated in Carroll Community College's Athletic Program reception, commemorating the 5-year anniversary of athletics at the College, and honoring the hard work and dedication of all student athletes and coaches throughout the past academic year.
3. Dr. Ball acknowledged the Nursing Pinning and Commencement Ceremonies that were held on May 22, 2024. He thanked the Board for their participation in both of these events. Dr. Ball also expressed sincere gratitude to our exceptional guest speaker, Board Chairperson Trustee Mary Kay Nevius-Maurer, for delivering a remarkable and heartfelt speech to our graduates of 2024.
4. On June 11, 2024, Dr. Ball delivered the Keynote address at the Leadership Carroll commencement ceremony for the class of 2024.
5. Dr. Ball and Dr. Mince enjoyed a visit and tour of Shelter Systems in Westminster, Maryland, hosted by Joe and Linda Hikel along with their son, Lenny Mills.
6. Dr. Ball shared that he had the honor and privilege of serving as the guest speaker at the Adult Education Program Recognition Ceremony on Friday, June 14, 2024. He informed the Board that sixteen students successfully fulfilled Maryland's GED® testing requirements, with eight of them attending the ceremony to receive recognition. Carroll Community College's Adult Education program is thriving, growing, and highly esteemed within the community.
7. Dr. Ball provided the Foundation report on behalf of Mr. Steve Wantz, Executive Director of Institutional Advancement & College Foundation.

The campaign is still going strong, and the overall goal has been exceeded. A strong pipeline exists promising immense potential.

The event "Turning Hopes and Dreams into Reality," which celebrated Dr. James Ball's legacy at Carroll Community College on June 17, attracted seventy-five attendees. The College highlighted various departments and areas of study, with representatives actively engaging guests during the event.

Additionally, on June 21, 2024, Carroll's Alumni Foundation organized an enjoyable farewell fundraiser that provided an opportunity to honor Dr. Ball while supporting future leaders. The event took place at Island Green Family Fun Center in Westminster, where Dr. Ball performed on drums with his band, Escape Goat. The entire community was invited to commemorate and celebrate his legacy and partake in a relaxed atmosphere of music and camaraderie.

Lastly, Dr. Ball highlighted the incredible event that was held on Monday, June 24 in the Bollinger Family Conference Center, K100 celebrating his retirement from Carroll Community College. Nearly two

hundred guests attended, including friends, family, colleagues, trustees, and state and local officials. Dr. Ball conveyed deep gratitude and appreciation for everyone's support, generosity, and thoughtfulness.

IV.B. Academic Council

Mr. Jeremy Green, Academic Council Vice President reported:

Academic Council met on Friday, June 7, 2024.

Three proposals in various subjects were reviewed and approved by the council. Mr. Green provided the details of the proposals.

Election of Officers for the 2024/2025 academic year were held for Academic Council. Mr. Green announced the results of the election:

- President – Mary Wallace, Assistant Professor, Communication Arts
- Vice President – Jeremy Green, Associate Professor, Library
- Representative to the Senate – Dr. Raza Khan, Professor/Division Chair, Sciences

The Council's next meeting will be held on Friday, September 6, 2024.

IV.C. Senate

Emily Salyards, Senate President, reported:

The Senate met on Friday, June 14, 2024. Senators endorsed the Digital Accessibility Policy and Standards with minor revisions. Senators also endorsed the recent minor revisions to the structure of the Academic Council as required by their charter.

Ms. Salyards thanked Susan Leibman and Stuart Dawkins for their service on Senate at they concluded their terms. In addition, Ms. Salyards informed the board that her term as Senate President has concluded. Lara Truitt, Angelica Carter, and Gina Lyon were welcomed as new Senators.

The 2023/2024 Senate meeting was adjourned, and the 2024/2025 meeting reconvened to conduct the Election of Officers.

Ms. Salyards announced the results of the election for the 2024/2025 academic year:

- President – Karen Sorrell, Accounts Receivable Specialist
- Vice President – Joan Greer, Assistant Director, Courses and Scheduling, Records, Registration and Testing.

Ms. Salyards welcomed Ms. Karen Sorrell to introduce herself to the Board of Trustees.

The next meeting will be held on Friday, September 13, 2024.

IV.D. Student Government Organization (SGO)

Ms. Liz Salmond reported, as SGO President, she deeply appreciated attending Board meetings and directly witnessing the College's leadership support for students, an experience that profoundly influenced her life. Holding the role of SGO President also provided her with the privilege and opportunity to enhance her skills as a public speaker and leader.

IV.E. Commissioner

The Honorable Kenny Kiler Commissioner Liaison reported:

The Accountability and Implementation Board (AIB) is seeking advisory committee members, and it would be beneficial to have representation from the county. The AIB is an independent unit of State government that was created to ensure that the Blueprint for Maryland's Future is implemented as intended. Dr. Kelly Koermer stated that Mr. Steve Berry, Senior Director of Career and Continuing Professional Education, serves on the Workforce Investment Board and intends to apply to join the AIB Advisory Committee.

Commissioner Kiler stated that the budgeting process progresses slowly, yet the commissioners persist in working for the county's benefit.

IV.F. Planning Advisory Council (PAC)

Mr. Rob Brown, Division Chair/Professor, Business and Technology reported:

The Planning Advisory Council met on Monday, June 3, 2024.

The PAC reviewed the FY25 strategic initiatives for the coming year as the College is in the final year of our Compass 2025 documents. The Strategic Initiative task statements will be developed this summer and presented to the Board of Trustees in September for approval.

Ms. Patti Davis provided an overview of key highlights from the FY2025 budget.

Mr. Rob Brown and Mr. Gregg Bricca, on behalf of PAC, recognized Dr. James Ball for his years of dedication and service to PAC.

The next meeting will be held on Monday, September 9, 2024.

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

Trustee Frager 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 May 31, 2024, reveals normal and reasonable receipts, disbursements, and encumbrances.

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

Motion Status: Unanimously approved.

2. Approval of Operating Budget for Fiscal Year 2025. The Board of Trustees must approve the College's Operating Budget.

The Board of County Commissioners of Carroll County has completed their budget review and has authorized the Fiscal Year 2025 Operating Budget on behalf of the College.

Recommended Motion: Trustee Frager moved that the Board of Trustees approve the Fiscal Year 2025 Operating Budget for Carroll Community College. Trustee Bollinger seconded.

Motion Status: Unanimously approved.

3. Approval of Tuition and Fee Structure for FY2025. 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 FY2025 budget request, a Tuition and Fee Structure, effective Summer Session 1.

There is a 4.4% increase being recommended for in-county rates.

There is a 1.3% increase being recommended for out-of-county students and a 5.6% increase for out-of-state students in order to remain compliant with State Law, Title 16 Section 301 (7)(B1).

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

Motion Status: Unanimously approved.

4. The Board of Trustees must approve the College's Table of Organization pursuant to the Board of Trustees Policy. The Table of Organization for the College reflects all approved positions and their operational structure.

Recommended Motion: Trustee Frager moved that the proposed FY2025 Table of Organization Chart be adopted. Trustee Bollinger seconded.

Motion Status: Unanimously approved

Trustee Frager reported the following Information Item:

5. Board The Board of County Commissioners of Carroll County has completed their budget review and has authorized no projects for Fiscal Year 2025 Capital Budget on behalf of the college.
6. Board policy requires approval of all Purchase Requisitions amounting to over \$25,000 - Moving Ellucian Colleague ERP from on-premises to SaaS (cloud) environment. The Ellucian Colleague SaaS model offers the College an opportunity to modernize its ERP system in a sustainable manner, while also reducing the Total Cost of Ownership. This implementation will prepare the College to leverage future Artificial Intelligence (AI) technologies. Ellucian is providing a \$500,270 credit over the next two years, along with additional quantifiable financial gains from process improvements, hardware, security, innovation, and sustainability. These advantages will lead to a payback period between the second and third years of implementation.

Recommended Motion: Trustee Frager moved that the Board authorizes the College to implement Ellucian Colleague SaaS at a net cost not to exceed \$3,500,000 which includes incentivized credits of \$500,270 over the next 5 years from July 1, 2024, to June 30, 2029, with Ellucian in Reston, Virginia. Trustee Bollinger seconded.

Motion Status: Unanimously approved.

Trustee Bollinger reported:

7. Board policy requires approval of all Purchase Requisitions amounting to over \$25,000 - Storage Area Network (SAN) and PowerProtect Data Domain Appliances with Cyber Recovery. Information Technology is proposing to renew our existing Storage Area Network (SANs) maintenance. This is for a 5-year renewal that will take the units to end of useful life. The SAN is a centrally managed storage device that is utilized by the entire College for most of its server operating systems as well as file and database storage

Recommended Motion: Trustee Bollinger moved that the Board award the purchase of Dell EMC PowerStore, PowerProtect Data Domains, and Cyber Recovery in an amount not to exceed \$113,200 to Dell Advanced Systems Group, Round Rock, Texas, Maryland Education Enterprise Consortium (MEEC) Hardware Agreement 2017-2026. Trustee Frager seconded.

Motion Status: Unanimously approved.

8. Board policy requires the Board of Trustees to approve the acceptance of all grants. Notice of Grant Award, Maryland Higher Education Commission – FY25 Community College Facilities Renewal Grant (CCFRG). The 2018 Maryland General Assembly, by way of Senate Bill 595/House Bill 403, established the Community College Facilities Renewal Grant (CCFRG) program within the Maryland Higher Education Commission (MHEC) to provide grants for improvements, repairs, and deferred maintenance projects at community colleges. The bill does not require the community colleges to provide any matching funds for the grants. The grant award for FY25 is \$237,875.

Recommended Motion: Trustee Bollinger moved that the Board authorizes the College to accept the grant from the Maryland Higher Education Commission in the amount of \$237,875; authorize contracts as needed; and pay all invoices as submitted by the County, as associated with the above projects, in a combined total not to exceed \$237,875. Trustee Frager seconded.

Motion Status: Unanimously approved.

9. Board Policy requires the Board of Trustees to approve the acceptance of all grants. Notice of Grant Award to the Carroll County Community Mediation Center, (CCCMC) Carroll Community College for FY2025 from the Maryland Mediation and Conflict Resolution Office (MACRO) and Maryland Judiciary, Juvenile and Family Services (JFS).

Recommended Motion: Trustee Foster moved that the Board accept the Maryland Mediation and Conflict Resolution Office in the amount of \$100,000 and from the Maryland Judiciary, Juvenile and Family Services in the amount of \$55,000 for FY2025. Trustee Frager seconded.

Motion Status: Unanimously approved.

10. Board Policy requires the Board of Trustees to approve the acceptance of all grants. Notice of Grant Award, State of Maryland, Consolidated Adult Education and Family Literacy Services Grant FY2024 – REVISED. The College has been awarded an additional \$14,259 of state funds to purchase technology supplies, bringing it to total grant award to \$284,462 for Fiscal Year 2024.

Recommended Motion: Trustee Bollinger moved that the Board accept the additional grant funds from the Maryland Department of Labor, Licensing and Regulation in the amount of \$14,259, bringing the total amount of the grant funds to \$284,462 for Fiscal Year 2024. Trustee Frager seconded.

Motion Status: Unanimously approved.

11. The Board of Trustees must approve all policies. Board of Trustees Bylaws and Policies Manual. After review by Trustee Diane Foster, Dr. Ball recommends changes to the Board of Trustees Bylaws and Policies Manual.

Note, a substantive change under POLICY TITLE: Fiscal Condition, #2, Board authorization from \$24,999.99 to \$50,000. **Obtain authorization from the Board should funds be anticipated or be needed for a purchase in excess of \$50,000 ~~\$24,999.99~~.**

Review Process: The College reviewed our current document for accuracy. In addition, the College reviewed other Community College's documents for suggested revisions. The manual was reviewed by a

Board of Trustees representative, President, Associate President, and Vice President of Administrative Services in addition to the College's attorney for legal sufficiency.

Recommended Motion – Trustee Bollinger moved that the Board of Trustees approve the revised Board of Trustees Bylaws and Policies Manual. Trustee Frager seconded.

Motion Status: Unanimously approved.

12. The Board of Trustees must approve all policies. The Carroll Community College Digital Accessibility for Compliance with the Americans with Disabilities Act (ADA) Policy is being requested to be put on 30-day notice for review.

On April 24, 2024, the Department of Justice published a final rule updating regulations for Title II of the Americans with Disabilities Act. The final rule requires that state and local government entities ensure their digital materials (website, learning management system, and mobile app content) be accessible to individuals with disabilities no later than April 24, 2026. The proposed Digital Accessibility for Compliance with the Americans with Disabilities Act (ADA) Policy would support the College's compliance with these regulations by the deadline.

Acknowledge Item: The Board of Trustees will take action to approve the Carroll Community College Digital Accessibility for Compliance with the Americans with Disabilities Act (ADA) Policy at its next Board meeting.

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

Trustee Kahlert reported:

1. Carroll Community College Non-Credit Adjunct Faculty Salary Scales. The Board must approve modifications to the College's salary scales. The proposal reflects a 3.5% adjustment to levels 1 through 5 of the Non-Credit Adjunct Faculty Scales and market rate increases for Lifelong Learning instructors.

Recommended Motion: Trustee Kahlert moved that the Board of Trustees approve the new Non-Credit Adjunct Faculty Scales, effective July 1, 2024. Trustee Frager seconded.

Motion Status: Unanimously approved.

2. The 2024-2025 Salary Information. The Board must approve all pay increases. The College proposes that in Fiscal Year 2024-2025 salaries be increased equal to 3.5% of the midpoint of their applicable grade. This applies to all benefit-eligible employees in accordance with policy. In addition, the College proposes that temporary hourly employees who are renewing receive a salary increase equal to 3.5% of the midpoint of their applicable grade in accordance with policy.

Salary data reflects approved promotions, reclassifications, and equity increases.
Details provided to the Board of Trustees only.

Recommended Motion: Trustee Kahlert moved that the proposed salary increases be approved effective July 1, 2024. Trustee O'Callaghan seconded.

Motion Status: Unanimously approved.

3. The College proposed six new professional appointments to include:
 - Dr. Sharon Brunner, Dean, Curriculum and Assessment, Effective 07/08/2024
 - Dr. Lourdes Celius, Assistant Professor – Nursing, Effective 08/15/2024
 - Tammi Ledley, Coordinator, Apprenticeships, Effective 06/10/2024
 - Anna Lewis, Master Teacher, Child Development Center, Effective 07/08/2024

- Meghan Waller, Assistant Professor – Business and Accounting, Effective 08/15/2024
- Mark Winkel, Athletics Director, Effective 06/24/2024

Recommended Motion: Trustee Kahlert moved that the Board of Trustees approve the professional appointments of Dr. Sharon Brunner, Dr. Lourdes Celius, Tammi Ledley, Anna Lewis, Meghan Waller, and Mark Winkel. Trustee O’Callaghan seconded.

Motion Status: Unanimously approved.

4. Two new Support Staff appointments were provided to the Board for information.
5. Several new temporary appointments were provided to the Board for information.
6. Temporary appointments are effective on a fiscal year basis. Therefore, current temporary employees must be renewed to continue employment into fiscal year 2025.
7. The College informed the Board of four employee separations: Bryan Laing, Training Director, SBDC; Ashley Roper, Coordinator, Nursing and Healthcare Training; Janice Stencil, Associate Professor – Math; Dr. Marlene Titus, Assistant Professor/Program Director - Business and Accounting.
8. Approval of Curriculum Report, 2023-2024. In accordance with Board of Trustees Policy Manual, all new academic programs, after the Faculty, Chief Academic Officer and the President have approved them, shall be approved by the Board of Trustees. In addition, the Board is to be informed of all curricular changes. The 2023-2024 Curriculum Report provides information to the Board regarding all academic council deliberation regarding new courses, changes in curriculum, prerequisites, or other academic procedural changes, including new academic programs, in this comprehensive report.

Recommended Motion: Trustee Kahlert moved that the Board of Trustees approve the 2023-2024 Curriculum Report. Trustee Bollinger seconded

Motion Status: Unanimously approved.

9. The revised Gender-Based and Sexual Misconduct Policy and Gender-Based and Sexual Misconduct Reporting, Investigation, Hearing, Decision, Sanctions, and Appeal Policy Procedures (Title IX) were provided to the Board for information. The original College policy was approved by the Board of Trustees on March 18, 2015, and revised June 19, 2019; June 17, 2020; and August 19, 2020. At its June 17, 2020, meeting, the Board authorized the College President to modify the policy without additional Board approval when changes are made to remain compliant with Federal or State mandates.
10. Carroll Community College Credit Adjunct Faculty Salary Scales. The Board must approve modifications to the College’s salary scales. The proposal reflects a 3.5% adjustment to the Credit Adjunct Faculty Scale.

Recommended Motion: Trustee Kahlert moved that the Board approve the new Credit Adjunct Faculty Scale, effective September 3, 2024. Trustee Frager seconded.

Motion Status: Unanimously approved.

VI. Old Business/New Business

Trustee Nevius-Maurer asked Trustee Frager to give the report on the Board of Trustees’ Nominating Committee for the 2024/2025 Slate of Officers.

Trustee Frager reported:

On behalf of the Board of Trustees, we sincerely appreciate Mary Kay Nevius-Maurer's service as Board Chairperson over the past two years.

- A. In accordance with the Board of Trustees Policy Manual, Article IV., the Chair and Vice-Chair shall be elected annually by the Board at its last public meeting for the fiscal year and may be reelected not to exceed two consecutive terms.

At the May 15, 2024, Board of Trustees Meeting, the nominating Committee nominated the following Board members for Officers for consideration for 2024/2025.

Chairperson: David P. O'Callaghan
Vice Chairperson: Diane A. Foster

Recommended Motion: Trustee Frager moved that the Board of Trustees approve the election of David P. O'Callaghan as Chairperson, and Diane A. Foster as Vice-Chairperson for the 2024-2025 Board calendar year. Trustee Bollinger seconded.

Motion status: Unanimously approved.

The Board applauded these well-deserved appointments.

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 June 26, 2024, Board of Trustees' meeting and meet in a closed Executive Session to discuss an issue of general administrative and legal consideration. Trustee Frager moved to end the official June 26, 2024, Board of Trustees' meeting; Trustee Kahlert seconded.

Motion status: Unanimously approved.

VIII. Adjournment

Trustee Nevius-Maurer adjourned the meeting at 6:50 P.M.