

**CARROLL COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES**

**August 21, 2024
Approved**

BOARD MEMBERS PRESENT

Dave Bollinger
Sherri-Le Bream
Diane Foster, Vice-Chair
Kelly Frager
Greg Kahlert
Mary Kay Nevius-Maurer
Dave O’Callaghan, Chair (conference phone)
Dr. Rosalie V. Mince, Secretary/Treasurer

COMMISSIONER LIAISON

The Honorable Kenny Kiler (absent)

STUDENT GOVERNMENT

Shanecia Pitterson, SGO President (absent)

STAFF PRESENT

Steve Berry
Rob Brown
Sharon Brunner
Dr. Kristie Crumley
Patti Davis
Lisa De Jesús
Clyde Johnson (conference phone)
Dr. Michelle Kloss
Dr. Kelly Koermer
Karen Sorrell
Lisa Slappy
Lauren Walker
Mary Wallace
Steve Wantz

Board of Trustee Vice-Chair, Diane Foster called the meeting to order at 6:00 P.M. and led the opening exercises.

Trustee Foster asked for a motion to approve the Agenda. Trustee Bream moved to approve the August 21, 2024, agenda; Trustee Frager seconded. The August Agenda was unanimously approved.

Trustee Frager moved that the June 26, 2024, minutes be approved; Trustee Bollinger seconded. The June minutes were unanimously approved.

IV.A. President’s Report

Dr. Rosalie Mince, President, reported:

1. Dr. Mince welcomed Dr. Crumley, Vice President, Academic and Student Affairs, to provide an enrollment update for credit programs and Dr. Kelly Koermer, Vice President Workforce, Business & Community Education (WBCE) to provide an enrollment update for the non-credit programs. Dr. Crumley reported that the College has seen an increase in both headcount and full-time equivalency (FTE). The Board calendar calls for a Fall Credit Enrollment Analysis in October, based on data as of the official census date at the end of the third week of classes.

Dr. Koermer reported that non-credit students register differently throughout the year. WBCE measures revenue and FTE for the fiscal year. Fundable FTE, revenue, and contract training reveal a positive trend compared to this time last year. A detailed WBCE Enrollment and Revenue Report will be shared with the Board at its October meeting.
2. Dr. Mince invited Dr. Crumley to share a summary with highlights of the MHEC 2024 Report on Best Practices & Annual Progress toward Completion Goal. Dr. Crumley and Dr. Koermer provided details in response to Trustee Kahlert’s comment on partnering with the Literacy Council. Trustee Nevius-Maurer was pleased to learn that the College's recruitment counselors and financial aid director visit high schools to meet with multi language learners.
3. Dr. Mince mentioned attending several events, which are listed in the President’s Report section of the August agenda.

4. Dr. Mince welcomed Ms. Lisa Slappy, Chief Communications and Public Relations Officer, to provide an update on Communications and Public Relations endeavors at the College.

Ms. Slappy shared the Media Report, which highlighted that the College secured eleven media placements, including news articles, press releases, and interviews throughout July. These placements generated 3.8 million media impressions. A few highlights include the announcement of the Carroll Community College Applied Technology and Trades Center (Ratcliffe) Grant; the press release detailing the Memorandum of Understanding (MOU) among organizations in the county to launch the *Justice System to Careers Initiative* program coordinated by Dr. Angelica Carter, Director of Community Engagement & Employee Development; and the College's partnership with the Carroll County Boys and Girls Club Workforce Academy Program for Mock Interview Day.

5. Dr. Mince presented the Diversity, Equity, Inclusion and Belonging update to the Board on behalf of Mr. Clyde Johnson, Executive Director of Diversity, Equity, Inclusion and Belonging

The College's DEI initiatives remain dedicated to a broad definition of diversity, offering ongoing support and programs to meet the needs of our diverse community. The collaboration with the Boys and Girls Club Summer Workforce Academy exemplifies this commitment, showcasing strong participation from the College's President and Board Members, including personal encouragement and attention from Trustees Dave O'Callaghan and Mary Kay Nevius-Maurer.

6. Dr. Mince 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 that the Turning Hopes and Dreams into Reality Campaign is progressing well and over \$11 million has been raised with strong commitments and pending requests from the community.

Mr. Wantz shared that student scholarship requests are strong, 22% higher than last year.

Mr. Wantz reminded the Board members about upcoming events, including the VIP tailgate event celebrating the home opener soccer game, which will feature the first-ever women's soccer match. The annual Starry Night Event, taking place on Friday, December 6, 2024, will have the theme "New Beginnings" and will feature the Chicago tribute band, *Beginnings*.

IV.B. Academic Council

Ms. Mary Wallace, Academic Council President reported:

The Academic Council has not met since June, so there is no report available. The Council's next meeting will be held on Friday, October 4, 2024.

IV.C. Senate

Ms. Karen Sorrell, Senate President, reported:

Ms. Sorrell, Accounts Receivable Specialist, said she looks forward to providing reports to the Board. The Senate has not met since June. No report was given. The next Senate meeting will be held on Friday, September 13, 2024.

IV.D. Student Government Organization (SGO)

Ms. Shanecia Pitterson, SGO President was not available to provide a report.

IV.E. Commissioner

The Honorable Kenny Kiler, Commissioner Liaison was not available to provide a report

Dr. Mince invited Ms. Patti Davis, Vice President of Administrative Services to provide an update on the Turf Field project. The College's construction project manager, Mr. Kirk Engel, is scheduled to be on the agenda for the Board of County Commissioners meeting on Thursday, August 29, 2024. This meeting is to approve Clark/Azar to provide the design work.

IV.F. Planning Advisory Council (PAC)

Trustee Bream reported the Planning Advisory Council has not met since June. The next meeting will be held on Monday, September 9, 2024, in The Bollinger Family Conference Center (K100) at 3:30 P.M.

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

Trustee Nevius-Maurer reported:

1. Monthly financial reports are provided to the Board of Trustees to keep the Board informed of the ongoing status of the College's financial activities. The June reports are not the audited final statement.

A review of the financial statements for the period ending June 30, 2024, reveals normal and reasonable receipts, disbursements, and encumbrances.

Recommended Motion: Trustee Nevius-Maurer 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 Kahlert seconded.

Motion Status: Unanimously approved.

2. Monthly financial reports are provided to the Board of Trustees to keep the Board informed of the ongoing status of the College's financial activities. The July reports are not the audited final statement.

A review of the financial statements for the period ending July 31, 2024, reveals normal and reasonable receipts, disbursements, and encumbrances.

Recommended Motion: Trustee Nevius-Maurer moved that the Board acknowledge receipt of the July financial reports. Cumulative financial information will be annually audited, and appropriate responses provided by the external auditors during the annual audit process. Trustee Kahlert seconded.

Motion Status: Unanimously approved.

3. The Board must approve the FY2025-2026 Capital Budget and Five-Year Capital Program Request. In order to meet the timelines established by the Carroll County Government, the Board must approve the Capital Budget in August of each year. Included with the Requested Capital Budget are:

- a. Summary sheet of all projects.
- b. Individual briefing sheets for each project.

Recommended Motion: Trustee Nevius-Maurer moved that the Board of Trustees approve the proposed Capital Budget Request and authorizes the President to submit it to the County Government. Trustee Kahlert seconded.

Motion Status: Unanimously approved.

4. 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 FY2025.

This grant will allow the College to provide educational services to adults who want to increase their basic skills, obtain a high school diploma, improve English language and literacy skills, or engage in family literacy activities.

Recommended Motion: Trustee Nevius-Maurer moved that the Board of Trustees accept the grant from the Maryland Department of Labor, Licensing and Regulation (DLLR) in the amount of \$309,040 for Fiscal Year 2025. Trustee Kahlert seconded.

Motion status: Unanimously approved.

5. Board policy requires the Board of Trustees to approve the acceptance of all grants. Notice of Grant Award, State of Maryland, Campus Safety Grant Program.

This grant from the State of Maryland through the Maryland Higher Education Commission (MHEC), will substantially enhance our campus security by implementing a state-of-the-art electronic Access Control System (ACS), replacing crucial components of the outdated physical key lock system.

Recommended Motion: Trustee Nevius-Maurer moved that the Board of Trustees accept the grant from the State of Maryland through the Maryland Higher Education Commission (MHEC), in the amount of \$562,500 for FY2025. Trustee Kahlert seconded.

Motion status: Unanimously approved.

6. Board policy requires the Board of Trustees to approve the acceptance of all grants. Notice of Grant Award, State of Maryland, Employment Advancement Right Now (EARN) Grant Award for Fiscal Year 2025.

The EARN grant supports development of a High-Tech and Electric Vehicle (HT/EV) pathway to train new and incumbent automotive workers. It will also support development of an Integrated Education Training program for students for whom English is a second language, the IET program will provide supplemental instruction for English language learnings.

Recommended Motion: Trustee Nevius-Maurer moved that the Board of Trustees accept the EARN (Employment Advancement Right Now) grant from the Maryland Department of Labor, in the amount of \$148,762 for FY2025. Trustee Kahlert seconded.

Motion status: Unanimously approved.

7. Board policy requires the Board of Trustees to approve the acceptance of all grants. Notice of Grant Award, Nurse Support Program II (NSPII) FY25 Professional Development Resource Grant.

The College has received a grant from the Maryland Health Services Cost Review Commission (HSCRC) and the Maryland Higher Education Commission (MHEC).

The purpose of this resource grant is to provide faculty development opportunities for nursing faculty members at Carroll Community College.

Recommended Motion: Trustee Kahlert moved that the Board of Trustees accept the grant from the Maryland Health Services Cost Review Commission and the Maryland Higher Education Commission for \$49,975.00 for fiscal year 2025. Trustee Nevius-Maurer seconded.

Motion status: Unanimously approved.

8. The Board of Trustees must approve all policies. The Carroll Community College Digital Accessibility for Compliance with the Americans with Disabilities Act (ADA) Policy was presented to the Board of Trustees at the June 2024 Board meeting for information and 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.

Recommended Motion: Trustee Kahlert moved that the Board of Trustees approve the Carroll Community College Digital Accessibility for Compliance with the Americans with Disabilities Act (ADA) Policy. Trustee Nevius-Maurer seconded.

Motion Status: Unanimously approved.

Trustee Kahlert reported the following Information Items:

9. The Philip E. and Carole R. Ratcliffe Foundation (Ratcliffe) has awarded to the Carroll Community College Foundation a transformative grant in the amount of Two Million Eight Hundred Fifty-Two Thousand Five Hundred Seventy-Six Dollars (\$2,852,576) for the College's Ratcliffe Works: Building Skills, Creating Futures (Ratcliffe Works) project. Together, Ratcliffe and CCC will make a positive impact among training participants, employers, and the region's economy. The project will serve four hundred and fifty-six (456) students through training along with job coaching and career preparation.
10. The Non-Operating Budget Funds were presented to the Board of Trustees.
11. Quarterly Report on Items in Excess of \$10,000. The College will provide a Quarterly Report reflecting items purchased in excess of \$10,000 not specifically approved by the Board of Trustees.
12. The Inter-Functional Transfer Report's fourth quarter information report reflects the final transfers within functions reflecting end-of-year spending priorities. There were no transfers between functions which would require Board of Trustees approval.

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

Trustee Bollinger reported:

1. The College proposed six new professional appointments to include:
 - Dr. Lisandra De Jesús, Dean, Student Affairs, Effective 8/5/2024
 - Sarah Haugh, Senior Lecturer, Nursing, Effective 8/15/2024
 - Cara Johnson, Assistant Professor, Math, Effective 8/15/2024
 - Andrew Mangum, Videographer/Photographer, Effective 8/5/2024
 - Elizabeth Ourand, Assistant Professor – Business and Accounting, Effective 08/15/2024
 - John Zeigenfuse, Senior Director, Business Solutions, Effective 7/15/2024

Recommended Motion: Trustee Bollinger moved that the Board of Trustees approve the six new professional appointments. Trustee Bream seconded.

Motion Status: Unanimously approved.

2. The College proposed eight professional changes of status for the following individuals:
 - Matthew Day, Program Dir, Cybersecurity, C.I.S., C.S. & Data Sci/Assoc. Prof., Eff. 8/15/2024
 - Jennifer Dunn, Program Director/Professor – Education, Eff. 8/15/2024
 - Justin Frock, Coord, Data Science/Asst. Professor, Business and Technology, Eff. 8/15/2024
 - Robert Keller, Coordinator/Senior Lecturer, Cybersecurity, Eff. 8/15/2024
 - Rebecca Maurio, Coordinator/Professor, World Languages, Eff. 8/15/2024
 - Steven Pipes, Coordinator, WBCE Help Desk, Eff. 7/1/2024
 - Keyona Shabazz, Instructional Coordinator, Eff. 7/1/2024
 - Mary Wallace, Program Director/ Coordinator/Associate Professor, English, Eff. 8/15/2024

Recommended Motion: Trustee Bollinger moved that the Board of Trustees approve the eight professional change of status. Trustee Frager seconded.

Motion Status: Unanimously approved.

3. One new Support Staff appointment was provided to the Board for information.

Trustee Frager reported:

4. Several new temporary appointments were provided to the Board for information.
5. The College informed the Board of one employee separation: Brenna Preston, Teacher, Child Development Center, effective 6/30/24.

Trustee Bream Reported:

6. The systematic and recurring review of academic programs at Carroll Community College is an essential element to promote critical reflection, self-assessment, and strategic planning toward college goals. Academic program assessment is used to improve the quality of academic programs individually and the College via data-driven decision making for continuous improvement.

Five-year program reviews are comprehensive and involve an extensive and in-depth analysis of how well a program functions and aligns with the College mission and goals. The reviews are also used to propose upcoming financial and staffing needs for the program. Executive Summaries are presented to the Board for information.

7. 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 Bream moved that the proposed revised FY2025 Table of Organization Chart be adopted. Trustee Kahlert seconded.

Motion Status: Unanimously approved

VI. Old Business/New Business

1. Trustee Frager shared her heartfelt experience of attending a service on campus today to honor three adjunct faculty members who have provided many years of service to the College. Two of the three honorees are deceased.
2. Trustee Bollinger shared the sad news that the health of Dr. Faye Pappalardo, the College's second President, is rapidly declining and requested everyone's thoughts and prayers.

VII. Dates of Upcoming Meetings and Events

Trustee Foster reviewed upcoming meeting and activity dates.

Trustee Foster asked for a motion to end the official August 21, 2024, Board of Trustees' meeting. Trustee Frager moved to end the August 21, 2024, Board of Trustees' meeting; Trustee Bream seconded.

Motion status: Unanimously approved.

VIII. Adjournment

Trustee Foster adjourned the meeting at 7:07 P.M.