

**CARROLL COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES**

**February 19, 2025
Approved**

BOARD MEMBERS PRESENT

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

COMMISSIONER LIAISON

The Honorable Kenny Kiler

STUDENT GOVERNMENT

Shanecia Pitterson, SGO President

STAFF PRESENT

Steve Berry
Rob Brown
Dr. Kristie Crumley
Patti Davis
Clyde Johnson
Dr. Michelle Kloss
Dr. Kelly Koerner
Karen Sorrell
Lisa Slappy
Lauren Walker
Mary Wallace
Steve Wantz
Ted Zaleski

Board of Trustee Chairperson, David O'Callaghan called the meeting to order at 5:50 P.M. and led the opening exercises.

Hearing no corrections or additions to the Agenda of February 19, 2025. Trustee Foster moved for approval of the meeting Agenda; Trustee Nevius-Maurer seconded. The February 2025 Agenda was unanimously approved.

Trustee Foster moved that the December 18, 2024, minutes be approved; Trustee Nevius-Maurer seconded. The December 2024 minutes were unanimously approved.

IV.A. President's Report

Dr. Rosalie Mince, President, reported:

1. Dr. Mince shared the good news that Mary Kay Nevius-Maurer was nominated as a finalist for the 2024 Hoby Wolf Memorial Citizen of the Year Award as chairperson of the Board of Trustees of the College for the past two years, Trustee Nevius-Maurer has provided extraordinary leadership, including the recruitment and selection process of the new College President, Dr. Rosalie Mince.
2. Dr. Mince invited Dr. Michelle Kloss, Vice President, Effectiveness, Integrity, and Accountability, to deliver the 2024 Student Success Summit Reflections Report. The Maryland Higher Education Commission (MHEC) held the Student Success Summit in November 2024. The Secretary of Higher Education, Sanjay Rai requested that participating institutions complete a reflections report. Secretary Rai provided specific prompts to be addressed in the report and directed institutions to share the completed report with their governing boards for input.
3. Dr. Mince provided a Legislative update to the Board. Thus far, legislative activities in Annapolis are progressing positively. Dr. Mince shared that no new legislation with significant financial impact was proposed this year, and the College remains cautiously optimistic that the promised funding from the state will still be received.
4. Dr. Mince commented on attending and participating in several events, which are listed in the President's Report section of the December agenda. Dr. Mince emphasized several events, including the Commissioners' Reception and the MACC Trustee Leadership Conference. The highlight of the month was attending Student Advocacy Day in Annapolis with an impressive group of Carroll students to meet our Maryland state legislators.

5. Dr. Mince invited Ms. Lisa Slappy, Chief Communications and Public Relations Officer, to provide the Communications update to the Board. Ms. Slappy shared the exciting news regarding the launch of the first edition of the College's quarterly newsletter, *Campus Connections*. The inaugural issue provides an employee spotlight, a department highlight, and updates on recent activities. Ms. Slappy also provided the Board of Trustees with several noteworthy highlights regarding Carroll Community College in the news.
6. Dr. Mince invited Mr. Clyde Johnson to provide the Community Relations Report to the Board.

Mr. Johnson shared that the Collegewide Professional Development Day on January 23rd was a well-attended, successful event featuring Mr. John Krownapple, co-author of *Belonging Through a Culture of Dignity: The Keys to Successful Equity Implementation* (Floyd Cobb and John Krownapple) who delivered the keynote address and interactive workshop. Mr. Krownapple will lead a follow-up workshop during the Collegewide Professional Development Day on June 11, 2025. Mr. Johnson concluded his report by highlighting that the June Collegewide Professional Development Day will feature employee-led workshops showcasing their unique talents and skills.

7. 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 announced that the fall 2025 scholarships for our students will be released March 1.

The Foundation will be hosting Carroll Giving Days on April 9th and 10th. More details will be provided in the near future.

The Planned Giving Advisory Council hosted their first Lunch & Learn: Succession Planning for Family Legacies at Paradiso on January 9. The event was well attended by attorneys, financial planners, accountants, and insurance professionals who took the opportunity to network and exchange insights.

Mr. Wantz shared that this year marks the 20th anniversary of the Starry Night Gala. Significant changes are being planned, including holding the event on Saturday, December 6, 2025.

The 3rd Annual Family Funfest event is taking place on Saturday April 26, 2025, at the College. Trustees are invited to attend and/or volunteer at this event so we can demonstrate to the community the great leadership of Carroll Community College.

Mr. Wantz informed the Board that the Foundation is diligently working on fulfilling and celebrating the legacy of Ms. Kelly Hill. Ms. Hill was a staunch advocate for Carroll Community College and incredibly philanthropic to the College and our students.

Mr. Wantz shared the most recent campaign dashboard and as of the end of January, the funds raised to date were just over \$12.2 million.

IV.B. Academic Council

Ms. Mary Wallace, Academic Council President reported:

Academic Council met on Friday, February 7, 2025. Six proposals were submitted and approved by the Council.

The next meeting will be held on Friday, March 7, 2025.

IV.C. Senate

Ms. Karen Sorrell, Senate President, reported:

The Senate met on Friday, February 14, 2025.

Senators reviewed the proposed Volunteer Time Off Policy. In addition, they spent time examining the worksheet to collect input and updates regarding the College's governance structure. Support Staff Senators are working on planning activities to foster community and strengthen relationships among staff members. Senators are evaluating requests to conduct Senate meetings in person.

The next Senate meeting will be held on Friday, March 14, 2025.

IV.D. Student Government Organization (SGO)

Ms. Shanecia Pitterson, SGO President reported:

SGO had a very successful planning retreat during which they focused on student government core values, expectations, outreach and mental health awareness.

On February 1, 2025, SGO attended the Student Governance Summit at Goucher College. This was a valuable opportunity to network with peers, learn from a panel of alumni, participate in roundtable discussions, and attend breakout sessions.

Ms. Pitterson reported that the SGO met on February 18th and enjoyed a presentation from guest speakers Ms. Kathy Mayan and Professor Sarah Licharowicz. The SGO officers have been actively promoting the organization and are currently accepting applications for next year's Executive Board positions.

IV.E. Commissioner

The Honorable Kenny Kiler Commissioner Liaison to the Board reported:

Commissioner Kiler acknowledged that the State of the County event, hosted by the Carroll County Chamber of Commerce, is a valuable occasion. This annual meeting with the Carroll County Commissioners provides an important platform for discussing key issues, sharing updates, and fostering community engagement.

The 3rd annual Commissioners' reception held on January 16, 2025, was a well-attended event that successfully brought together key stakeholders, fostering valuable connections and discussions that will benefit the community.

The Commissioners will begin the budget cycle in the upcoming weeks. This cycle will encompass an array of budget requirements that need attention and resolution. The Commissioner emphasized that they are closely monitoring Governor Moore's budget proposals and the subsequent impacts to the county.

The Commissioner informed the Board of Trustees about ongoing projects, including the proposed electric line transmission route through parts of the county, discussions on solar energy, and matters of state and federal interest.

IV.F. Planning Advisory Council (PAC)

Trustee Frager reported:

The Planning Advisory Council met on Monday, February 3, 2025.

Mr. Gregg Bricca led the members in a data exercise focusing on enrollment. In addition, the PAC reviewed data from the Carroll Economic Impact Study and the Federal Reserve Bank of Richmond 2024 Survey of Community College Outcomes in small groups and engaged in meaningful discussion about benchmarks, goals, and expectations.

The FY2025 Annual Strategic Priorities and the College area updates were reviewed.

The next meeting will be held on Monday, March 3, 2025, in The Bollinger Family Conference Center (K100).

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

Trustee O'Callaghan informed the Board that Ms. Davis would provide an update on the FY2026 Operating Budget Request and the Tuition and Fee Structure for FY2026.

Ms. Davis reported the changes to the Fiscal Year 2026 Budget Request that was proposed in detail at the December 2024 Board meeting. In addition to the operating budget submittal, the Board was provided with modifications on the original County supplemental request. Ms. Davis answered questions from the Board.

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: On behalf of the Board, Ms. Davis moved that the Board of Trustees approve the Fiscal Year 2026 Proposed Operating Budget and authorize the President to transmit it to the Board of Carroll County Commissioners for their review. Trustee Nevius-Maurer seconded.

Motion Status: Unanimously approved.

Trustee Kahlert reported:

2. Pursuant to the Board of Trustees Policy, the Board must approve the Tuition and Fee structure of the College prepared in conjunction with the development of the annual operating budget. The Board of Trustees must approve a Tuition and Fee Structure in conjunction with FY2026 budget request, to be effective Summer Session 1.

There is a 1.4% increase being recommended for in-county rates.

There is a 1.7% increase being recommended for out-of-county students and no increase for out-of-state students in order to remain compliant with State Law, Title 16 Section 301 (7) (B1).

Recommended Motion: Trustee Kahlert moved that the Board of Trustees approve the revised Tuition and Fee Structure for the tuition increase, effective Summer Session 1 2025, for Credit Students and Fall Session 2025, for Non-credit students. Trustee Nevius-Maurer seconded.

Trustee Frager expressed an interest in understanding how the College's tuition will compare to other community colleges in the state.

Motion Status: Unanimously approved.

3. Financial monthly reports are provided to the Board of Trustees to keep the Board informed of the ongoing status of the College's financial activities. A review of the financial statements for the periods ending December 31, 2024, and January 31, 2025, reveals normal and reasonable receipts, disbursements, and encumbrances.

Recommended Motion: Trustee Kahlert moved that the Board acknowledges 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. Trustee Foster seconded.

Motion Status: Unanimously approved.

4. The Board of Trustees Policy Item requires approval of all Contract Awards amounting to over \$50,000. The College's contract for cold beverage service, which includes vending machines, fountain service, and products used at Carroll events expires June 30, 2025. In October 2024, Carroll Community College issued a Request for Proposals (RFP) for campus wide Beverage Vending and Pouring Rights.

The contract resulting from this RFP shall be effective for a period of five (5) years, with five (5) one (1) year optional renewals beginning from the annual date of initiation, if service is satisfactory, there are no unreasonable cost changes, and funds are available for this purpose.

The total value of the contract over the five-year term for the College will exceed \$100,000.

Based on all factors, the proposal submitted by PepsiCo offered the best financial benefits to Carroll.

Recommended Motion: Trustee Kahlert moved that the Board of Trustees authorize the College moving forward with a Contract between the College and PepsiCo Foodservice for an initial term of five (5) years with the option of the five (5) one (1) year extensions. Trustee Foster seconded.

Motion Status: Unanimously approved.

Trustee Nevius-Maurer reported:

5. The Board of Trustees 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). 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. Allowable uses for the NFAR award include the following: To supplement the faculty member's salary; to pay for activities for professional development, including conference fees and travel; to pay expenses for speaking engagements and professional dues; to assist with graduate education expenses, such as loan repayment; to pay for licensure and certifications fees in their educator and clinical specialty; to conduct research and publish work in peer-reviewed journals; and any expense that meets the reasonable person criteria for any expense to further a nurse faculty's career.

Three nursing faculty members were approved to receive an award of ten thousand dollars (\$10,000) each, totaling \$30,000 in FY2025. Those faculty members are Tammy Keller, Jenna Wolford, and Amy Yanky.

Recommended Motion: Trustee Nevius-Maurer moved that the Board of Trustees accept the grant from the Maryland Health Services Cost Review Commission and the Maryland Higher Education Commission, totaling \$30,000 for Fiscal Year 2025. Trustee Foster seconded.

Motion Status: Unanimously approved.

6. Single Audit Analysis FY2024 - The College participates in the Single Audit, A-133, which is a comprehensive review of Federal grants and evaluates the processes and internal controls of programs to provide reasonable assurances that the institution maintains compliance within the guidelines set forth by the governmental agencies responsible for these funds.

The College's Single Audit reviews processes and procedures of Title IV programs sponsored by the United States Department of Education (USDE). These programs include College Work Study, Supplemental Education Opportunity Grant, Pell Grant, and Direct Student Loan.

The Single Audit Finding did not have an impact on the presentation of the College's audited financial statements. There are no questionable costs related to the auditor's finding when assessing the total funding of the Title IV programs.

The Single Audit for fiscal year 2024 testing concluded with the following finding:

Significant Deficiency in Internal Control Over Compliance - Other Matters

Condition: The associate degree programs were not reported as two years per the recommendation in the NSLDS enrollment reporting guide.

Recommendation: We recommend the College report associate degree program length to NSLDS as two years.

Action taken in response to finding: After being made aware of the NSLDS calculation for programs reported that are not reported in years, we looked into solving the issue. We learned that there is a screen within our student information system that sets the default time to years rather than months. Our degree programs prior to 2017 were entered into that screen but degree programs after that time and all of our certificate programs needed to be calculated as years and entered into our student information system. We did a small trial sample of adjusting three programs in the spring to make sure the changes did not cause any issues with the Clearinghouse and NSLDS. When the data proved to be transmitted and corrected in both systems without issue, we tackled the rest of the programs at the start of this fall. We worked with the Clearinghouse to notify them that we were going to be adjusting a large number of programs that were affecting many student records. They did some alignment of programs on their end to make the data transition go smoothly to the NSLDS. Issues with reported program lengths having the additional calculation should no longer be a problem since we corrected them and have built in processes to make sure this step will be taken for any new programs.

Update: The Institutional Effectiveness Department has tested and believes the issue has been resolved.

7. The Non-Operating funds were provided to the Board for information only.
8. The quarterly report reflecting items purchased for more than \$10,000 and less than \$50,000 were provided to the Board for information

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

Trustee Bollinger reported:

1. The College proposed one new professional appointment to include Teresa (Teri) Leatherwood, Athletics Director, effective February 17, 2025.

Recommended Motion: Trustee Bollinger moved that the Board of Trustees approve the appointment of Teresa (Teri) Leatherwood, Athletics Director, effective February 17, 2025. Trustee Frager seconded.

Motion Status: Unanimously approved.

Trustee Bollinger continued:

2. The College had three new Support Staff appointments 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 four employee separations: Randall (Randy) Fischer, Coordinator, Environmental Safety & Health, Cheryl Geary, Assistant Professor-Nursing, Jessica Hurtt, Admissions Associate, and Mark Winkel, Athletics Director.
5. The College informed the Board of the Revised Sexual Misconduct and Non-Discrimination Policy and Reporting, Investigation, Decision, Sanctions, and Appeal Policy Procedures. Note: During the June 17, 2020, Board of Trustees 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.

6. The College proposed one professional change of status to include Clyde Johnson, Jr., Executive Director of College Standards and Accountability, effective March 3, 2025.

Recommended Motion: Trustee Bollinger moved that the Board of Trustees approve the professional change of status for Clyde Johnson, Jr., Executive Director of College Standards and Accountability, effective March 3, 2025. Trustee Frager seconded.

Motion Status: Unanimously approved.

VI. Old Business/New Business

- A. Trustee O'Callaghan reminded Trustees that 2024 Financial Disclosure/Ethics Commission Statement is due by April 30th.

VII. Dates of Upcoming Meetings and Events

Trustee O'Callaghan reviewed upcoming meeting and activity dates.

Trustee O'Callaghan asked for a motion to end the official February 19, 2025, Board of Trustees' meeting and meet in a closed Executive Session to discuss an issue of general administrative and legal consideration. Trustee Foster moved to end the February 19, 2025, Board of Trustees' meeting; Trustee Nevius-Maurer seconded.

Motion status: Unanimously approved.

VIII. Adjournment

Trustee O'Callaghan adjourned the meeting at 7:15 p.m.