

**CARROLL COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES**

**March 19, 2025
Approved**

BOARD MEMBERS PRESENT

Diane Foster, Vice-Chairperson
Kelly Frager
Greg Kahlert
Mary Kay Nevius-Maurer
David O'Callaghan, Chairperson
Dr. Rosalie V. Mince, Secretary/Treasurer

BOARD MEMBERS ABSENT-EXCUSED

David Bollinger
Sherri-Le Bream

COMMISSIONER LIAISON - ABSENT-EXCUSED

The Honorable Kenny Kiler

STUDENT GOVERNMENT

Shanecia Pitterson, SGO President

STAFF PRESENT

Steve Berry
Gregg Bricca
Dr. Kristie Crumley
Patti Davis
Dr. Lisa De Jesús
Dr. Michelle Kloss
Karen Sorrell
Lauren Walker
Mary Wallace
Steve Wantz
Ted Zaleski

Student: Lohitaksh "Lohi" Suresh

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 March 19, 2025. Trustee Frager moved for approval of the meeting Agenda; Trustee Foster seconded. The March 2025 Agenda was unanimously approved.

Trustee Foster moved that the February 19, 2025, minutes be approved; Trustee Nevius-Maurer seconded. February 2025 minutes were unanimously approved.

IV.A. President's Report

Dr. Rosalie Mince, President, reported:

1. Dr. Mince introduced Lohitaksh 'Lohi' Suresh, one of the President's Student Interns, to the Board Members. Mr. Suresh greeted the Trustees and thanked them for letting him be part of this experience.
2. Dr. Mince shared that Dr. Kelly Koerner, Vice President, Workforce, Business & Community Education (WBCE) and Ms. Lisa Slappy, Chief Communications and Public Relations Officer are attending the Executive Alliance's Honor Roll celebration this evening. The Honor Roll designation highlights publicly traded and private companies and organizations in Maryland that employ women in at least 30% of their executive leadership roles and have women in at least 30% of their board of directors' seats. These companies lead the way for women's leadership by being creative and supportive in the recruitment, development, support, and advancement of women in the workplace and on corporate boards.
3. Dr. Mince invited Ms. Jean Marriott, Director, WBCE Research & Strategic Analysis, to deliver the Workforce, Business & Community Education Enrollment and Revenue Report, Mid-Year Update.

Ms. Marriott reported that the Board calendar calls for a Workforce, Business & Community Education Enrollment and Revenue Report, mid-year update in March, based on census data entering the final third of Fiscal Year 2025. The report provides revenue, headcount, and full-time-equivalent enrollment of Workforce, Business and Community Education students. Several key accomplishments were highlighted, including WBCE being on track to meet its revenue goal. In addition, the efforts to build

strong partnerships for better program results were discussed. A notable example is the Justice System to Careers Initiative (JSCI), which serves to bridge the gap between justice-involved citizens and access to life-changing career pathways. Dr. Angelica Carter received the 2024-2025 Innovation of the Year Excellence Award for creating and leading the JSCI program. She will be honored at the Innovations Conference in 2026.

4. Dr. Mince invited Dr. Michelle Kloss, Vice President, Effectiveness, Integrity, and Accountability to deliver the Spring 2025 Credit Enrollment Analysis.

Dr. Kloss reported that the Board calendar calls for a Spring Credit Enrollment Report in March, based on data as of the official census date at the end of the third week of classes. Dr. Kloss highlighted several positive data points in the report, including an increase in spring enrollment, both in headcount and in full-time equivalents (FTE) for the third consecutive year. The number of dual enrollment students increased by nearly 23% compared to last spring. Over the last five years, the number of dual enrollment students has increased by 143%.

5. Dr. Mince and Dr. Kloss presented the 2025 Board of Trustees Self-Assessment survey to the Board members for completion. According to the Association of Community College Trustees (ACCT) and Middle States Commission on Higher Education (MSCHE), governing boards should regularly engage in self-assessment activities. Trustees are requested to complete the survey prior to the April Board Meeting.
6. Dr. Mince provided a Legislative update to the Board. The legislative activities in Annapolis are progressing positively. Dr. Mince shared that the Maryland Association of Community Colleges (MACC) and the Presidents are closely monitoring the budget and requesting that the state restore the hold harmless provision for community colleges. This would ensure at least a maintenance of effort from year to year, allowing for more effective planning and budgeting.
7. Dr. Mince, Dr. Koermer, and a team of WBCE employees enjoyed a meaningful discussion and tour at EVAPCO, Inc. with Mr. Scott Kahlert on February 21, 2025. One specific focus of the visit was to understand the requirements for welders, ensuring our welding program adequately prepares individuals for entry-level positions.
8. Dr. Mince shared details about the Inaugural TEDx Westminster “What Now, Neighbor?” event held on March 8, 2025, at the Scott Theater. The event was a resounding success, with attendees captivated by dynamic presentations from inspiring speakers including Dr. April Herring, Ms. Cassandra Casey, and Trustee, Ms. Kelly Frager.
9. Dr. Mince commented on attending and participating in various events, which are listed in the President’s Report section of the March agenda. Dr. Mince emphasized the pleasure of being a judge for the Boys and Girls Club Youth of the Year event.
10. 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 a proposal will be presented to the Foundation Board to increase the commitment to the athletic field project from \$2.4 million to \$3.2 million, ensuring full funding for the entire project.

Mr. Wantz shared that the Foundation office has developed an estate liquidation strategy and guidelines. These guidelines will be formalized and presented in the near future. In addition, Mr. Wantz is actively collaborating with PNC Bank to diversify the College Foundation’s investment portfolio, with the objective of achieving significant long-term benefits. He will present this proposal to the board for their consideration in the near future.

Mr. Wantz updated the Board of Trustees regarding the on-campus visit with Walter Smith, Plant Manager at Heidelberg Materials in Union Bridge. Mr. Wantz also informed the Board that preparations for the 20th Anniversary Starry Night Gala on December 6 are progressing well, with entertainment and catering arrangements secured, along with numerous exciting enhancements. Additionally, Mr. Wantz extended a cordial invitation to Trustees to attend or volunteer at the Family Fun Fest on April 26 at the College. Lastly, he reminded the Board members about Carroll Giving Days on April 9 and 10.

11. Dr. Mince invited Ms. Patti Davis, Vice President of Administrative Services to provide an update on the Ratcliffe Applied Technology and Trades Center. In discussions with Blue Ocean, the owner of the Pantherplex, the College has identified significant delays with the renovation project. Consequently, the College is investigating various on-campus and off-campus alternatives to offer courses throughout the year, ensuring the continuance of the Ratcliffe grant.
12. Dr. Mince concluded her report by inviting everyone to tour the College's Library with Robert Krzanowski, Director of the Library, following this evening's Board of Trustees meeting.

IV.B. Academic Council

Ms. Mary Wallace, Academic Council President reported:

The Academic Council did not convene in March, and therefore, there is no report.

The next meeting will be held on Friday, April 4, 2025.

IV.C. Senate

Ms. Karen Sorrell, Senate President, reported:

The Senate met on Friday, March 14, 2025.

Senators reviewed the proposed Volunteer Time Off (VTO) Policy last month and presented questions for clarification. Senators approved the VTO Policy and will forward it to the Board of Trustees for review in April. In addition, they continued examining the worksheet to collect input and updates regarding the College's governance structure.

The next Senate meeting will be held on Friday, April 11, 2025.

IV.D. Student Government Organization (SGO)

Ms. Shanecia Pitterson, SGO President reported:

The SGO is currently concentrating on the elections of the Student Executive Board, with 14 candidates participating. The voting period runs from March 17 through April 4, 2025. The establishment of the Book Club and Environmental Club has been approved, along with the budgets to support the Black Student Union and Pride Alliance.

Ms. Pitterson shared that the SGO is actively organizing the annual end-of-year event for students, scheduled for May 14 from 11:30 a.m. to 3:30 p.m. on campus, featuring a carnival theme.

IV.E. Commissioner

The Honorable Kenny Kiler, Commissioner Liaison to the Board, was not in attendance; consequently, no report was provided.

IV.F. Planning Advisory Council (PAC)

Trustee Nevius-Maurer reported:

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

Mr. Gregg Bricca led members in a discussion about the findings and highlights from the 2024 Survey of Community College Outcomes. He emphasized the need to align enrollment measures with IE measures and the significance of enrollment numbers in various aspects such as reputation, program development, and student engagement. Compliments to Carroll Community College for its wrap-around services, such as the Food Pantry, emergency assistance funding, and one-on-one academic counseling.

PAC members reviewed upcoming surveys, including the Great Colleges to Work For 2025 Faculty/Staff Survey due on March 28 and a student satisfaction survey planned for April. Additionally, they delved into the governance workgroup on PAC, analyzing its mission, membership, reporting structure, and the communication pathways.

The next meeting will be held on Monday, April 7, 2025, in The Bollinger Family Conference Center (K100).

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

Trustee Foster reported:

1. Monthly financial 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 28, 2025, reveals normal and reasonable receipts, disbursements, and encumbrances. The February reports are not the audited final statement.

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

Motion Status: Unanimously approved.

2. Pursuant to the Board of Trustees Policy, the Board must approve changes to the employee payroll compensation plan administration.

Employees receive their salary every other Friday on a bi-weekly schedule. Each paycheck covers their regular working hours through the payment date (pay-to-date). The implementation of Ellucian Colleague SaaS necessitates a transition from our current pay-to-date system to a pay-in-arrears model. The new SaaS system does not support pay-to-date functionality and cannot be customized. This transition is necessary for system compatibility and will be managed within existing budgetary constraints while maintaining employee compensation schedules.

By paying in arrears, administrative and support staff will enter hours and leave directly into Colleague instead of the customized form and workflow which resulted in a manual entry process for the payroll team. Utilizing the native Colleague functionality will save payroll staff approximately 10 hours each pay period from manually verifying the time and entering leave.

Paying in arrears strengthens the College's adherence to labor laws and regulations. Operating with accurate data, we effectively lower non-compliance risks and mitigate potential consequences. Offering employees a transitional payment ensures continuous income flow, preventing disruptions to their daily financial obligations. This approach demonstrates our commitment to supporting our employees' financial wellbeing during the transition period.

Financial Impact:

- Projected long-term transition cost: \$913,132 (calculated from February 28, 2025, payroll data)
- Funding allocation: Combination of encumbered operating funds from the previous fiscal year and current operating funds (designated for OPEB)
- Ongoing financial structure: Funds will be maintained as a payroll liability on the balance sheet until disbursed upon employee separation
- Financial stability indicators: Asset-to-liability ratio will adjust from 2.99:1 to 2.55:1 based on FY2024 audited financial statements
 - This remains within the healthy range of 1.5-3.0
 - The College maintains a strong financial capacity to meet obligations as they become due
 - A ratio below 1.0 would indicate potential liquidity concerns.

Recommended Motion: Trustee Foster moved that the Board of Trustees Authorize a one-time transition adjustment not exceeding \$950,000 to support this administrative payroll system change while maintaining employees' financial stability. Trustee Nevius-Maurer seconded.

Motion Status: Unanimously approved.

Trustee Kahlert reported:

3. The Board of Trustees Policy Item requires approval of all Purchase Requisitions amounting to over \$50,000.

As part of the technology upgrade process, the College is proposing the purchase of computers, monitors, and employee laptops.

Lab computers will be upgraded in A200, A202, C076, K204, K218, K221, K223. New monitors will replace end-of-life monitors in A200, A202, C076, Testing Center Labs, Miscellaneous Classrooms and Offices.

The College purchased 335 employee laptops at the start of the pandemic. The normal life span of a laptop is 3 to 5 years. The College will continue the laptop replacement cycle – year 3 of 5. The laptops being replaced will move into the student loaner pool to replace laptops that are no longer meeting the needs of our students.

TAG endorsed this recommendation. Technology funds will be used for this request. The items will be purchased from the existing Maryland Education Enterprise Consortium (MEEC) IT Hardware Agreement.

Recommended Motion: Trustee Kahlert moved that the Board of Trustees authorize the College to award the purchase of Dell desktop computers, monitors, and laptops in an amount not to exceed \$255,000 to Dell Advanced Systems Group, Round Rock, Texas; Maryland Education Enterprise Consortium (MEEC) Hardware Agreement 2017-2026. Trustee Foster seconded.

Motion Status: Unanimously approved.

Trustee Nevius-Maurer reported:

4. The Board of Trustees Policy requires approval of all Purchase Requisitions amounting to over \$50,000.

The College transitioned from a customized version of Ellucian Instant Enrollment to August Lumens for the non-credit online registration system in August 2017.

To continue using Lumens during our transition to Colleague SaaS, we must upgrade to Modern Campus' new SaaS-compliant integration of Workforce and Community Pro (iPro) (formerly Lumens). This upgrade involves a one-time integration conversion fee of \$21,000. Since this SaaS integration component has just been released, Modern Campus has committed to providing a prorated refund of our current subscription plus any unused hours related to this change request if they fail to deliver the integration for User Acceptance Testing (UAT) by December 31, 2025. This timeline supports our June

30, 2026, deadline coinciding with the expected completion of our overall SaaS project. As a backup plan, we've identified Ellucian Instant Enrollment as our contingency solution if we encounter any issues with this integration schedule.

TAG endorsed this recommendation. Technology and operating funds have been allocated for this request.

Recommended Motion: Trustee Nevius-Maurer moved that the Board of Trustees authorize the College to continue utilizing Modern Campus Workforce and Community Pro (formerly Augusoft Lumens) and complete the Colleague SaaS integration implementation in a total amount not to exceed \$86,000 to Modern Campus in California. Trustee Foster seconded.

Motion Status: Unanimously approved.

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

Trustee Frager reported:

1. Several new temporary appointments were provided to the Board for information.
2. The College informed the Board of two employee separations: Jordan Longo, Campus Police Officer and Bonnie Petro, Accounts Receivable Specialist.

VI. Old Business/New Business

No old or new business was reported.

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 March 19, 2025, 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 March 19, 2025, Board of Trustees' meeting; Trustee Foster seconded.

Motion status: Unanimously approved.

VIII. Adjournment

Trustee O'Callaghan adjourned the meeting at 6:55 p.m.