

**CARROLL COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
MINUTES**

**April 16, 2025**

**Approved**

**BOARD MEMBERS PRESENT**

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

**COMMISSIONER LIAISON - ABSENT-EXCUSED**

The Honorable Kenny Kiler

**STUDENT GOVERNMENT**

Shanecia Pitterson, SGO President

**STAFF PRESENT**

Steve Berry  
Rob Brown  
Sharon Brunner  
Dr. Kristie Crumley  
Patti Davis  
Dr. Lisa De Jesús  
Dr. Michelle Kloss  
Lisa Slappy  
Karen Sorrell  
Lauren Walker  
Mary Wallace  
Steve Wantz

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 April 16, 2025. Trustee Foster moved for approval of the meeting Agenda; Trustee Frager seconded. The April 2025 Agenda was unanimously approved.

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

**IV.A. President's Report**

Dr. Rosalie Mince, President, reported:

1. Special Recognition under the President's Report: Request to award Trustee Emeritus status to Mr. David S. Bollinger, effective July 1, 2025. David S. Bollinger, resigning from the Carroll Community College Board of Trustees on June 30, 2025, served the College for 24 years and two terms as Chairperson of the Board. The Board of Trustees of the College has petitioned his nomination for this designation through a signed proclamation. Their signed nomination proclamation was included for distribution at the Board meeting.

Trustee Nevius-Maurer read the Preamble, followed by Trustee O'Callaghan who read the Proclamation. Each Board Member was then invited to share their written reflections.

Mr. Bollinger was honored for his exceptional service to Carroll Community College, receiving a standing ovation in celebration of this occasion.

**Recommended Motion:** Trustee Frager moved that The Board of Trustees award Trustee Emeritus status to David S. Bollinger, effective July 1, 2025. Trustee Bream seconded.

**Motion Status:** Unanimously approved.

2. Dr. Mince presented the Carroll Community College Medal and Distinguished Alumnus Nomination.

Upon the recommendation of the Carroll Community College Alumni Advisory Committee, the College President recommends to the Board of Trustees that Ms. Marta Cruz-Alicea be awarded the College Medal and be honored as a Distinguished Alumna at the upcoming Commencement exercises.

Marta Cruz-Alicea exemplifies the excellence, resilience, and community spirit that the Carroll Community College Medal honors.

Marta began her RN journey at Carroll in 2013, and despite facing immense personal challenges, she graduated with her A.S. in Nursing in 2019. During her time at Carroll, she was a leader among her peers, consistently earning a place on the Dean's list and actively engaging in academic success programs.

Prior to graduating Carroll, Marta worked as a Medical Aide at Carroll Children's Center. Following graduation, she built a remarkable career in nursing serving patients at Johns Hopkins Hospital, the University of Maryland Medical System, and Sheppard Pratt. She is currently a full-time RN at the EndoCentre of Baltimore where she is responsible for preop and PACU assessments. Marta's professional achievements in healthcare have touched countless lives, demonstrating her compassion, excellence, and knowledge in the field.

In addition to her professional accomplishments, Marta remains deeply connected to the Carroll County community. Not only is she a proud alumna of the College, but her ongoing support, and the fact that her children have also attended the College, show her lasting impact and loyalty. She was recently the keynote speaker for the Tri Alpha Honor Society Induction Ceremony at the College and has volunteered as a Nursing Program Mentor in the past.

Through her work in healthcare, she has directly improved the lives of patients in our community and beyond. Her journey from student to healthcare leader has inspired others, and she is a shining example of how education at Carroll serves as a foundation for impactful, community-focused careers.

For these reasons and more, the College is pleased to forward to the Board of Trustees the nomination of Marta Cruz-Alicea to receive the College Medal and recognition as Distinguished Alumna of Carroll Community College.

**Recommended Motion:** Trustee Bream moved that in recognition of her distinguished achievement in the field of science, her service to Carroll County, the State of Maryland, the nation, and distinguished academic achievement in her field of study, Marta Cruz-Alicea is hereby nominated to the esteemed position of Distinguished Alumna at Carroll Community College. Trustee Frager seconded.

**Motion Status:** Unanimously approved.

3. Dr. Mince provided a Legislative update to the Board. The 2025 Session of the Maryland General Assembly adjourned "Sine Die" on April 7, 2025. Dr. Mince communicated the Legislative highlights and funding disappointments revealing that the College will be funded at 27.2% versus the 29% rate. The Community College Promise program was reduced by \$1.5 million in FY 2025. The hold harmless provision for the College was not reinstated. Dr. Mince shared that she is looking forward to the Carroll County Chamber of Commerce Legislative Wrap-Up on April 17 in the Bollinger Family Conference Center.
4. Dr. Mince expressed appreciation and gratitude to Trustee Bollinger and Vice Presidents, Ms. Davis and Dr. Koerner for their support, influence and testimony at the Carroll County Budget Hearing on March 20, 2025.
5. Dr. Mince commented on attending and participating in various events, which are listed in the President's Report section of the April agenda. Dr. Mince expressed the pleasure of presenting at the American Association of Community Colleges (AACC) Annual Convention. She also shared the article "Strategic

Planning for an Uncertain Future," which featured contributions from both Dr. Mince and Dr. Kristie Crumley, Vice President of Academic Affairs and Dean of Faculty.

6. Dr. Mince commented that last week, April 6-12, 2025, was Library Appreciation Week. Dr. Crumley shared a summary of comments from the College's Library patrons highlighting the importance of the Carroll Community College Library.

7. Dr. Mince invited Mr. Clyde Johnson to provide the Community Relations Report to the Board.

Mr. Johnson shared that his updated job title and description includes the role of ombudsman, and that involves new professional development and training opportunities. Our employees are the College's greatest resource. The ombudsman helps resolve issues, investigates reports, settles complaints, advocates for employees, and facilitates problem-solving among employees and students.

Mr. Johnson updated the Board members on the main focus of the Carroll Citizens for Racial Equity (CCRE) Conference on May 2, 2025, is *We Are Stronger Together*. The event will feature engaging speakers, a call-to-action panel, and interactive workshop focusing on uniting as a community regardless of political differences.

8. 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 expressed appreciation towards the Board members for participating in *Carroll Giving Days* held on April 9 and 10. In addition, The Foundation started the annual faculty and staff campaign and over 40% of our faculty and staff responded within the first 10 days of the campaign.

The 20th Anniversary Starry Night Gala on Saturday, December 6, plans are progressing well, with entertainment and catering arrangements secured, along with numerous exciting enhancements.

Mr. Wantz reported that the Foundation received 276 scholarship applications in the first round, which is 16% more than last year.

Mr. Wantz reminded the Board of the upcoming Family Fun Fest taking place on Saturday, April 26 and announced the College has generated nearly \$20,000 in sponsorships and is actively pursuing additional financial support. The Technology raffle is now open, and Trustees received flyers with QR codes at their seats.

Mr. Wantz thanked Trustee Bream for attending the Foundation Board Meeting in April and sharing her insights.

9. Dr. Mince asked Dr. Sharon Brunner, Dean, Curriculum and Assessment to provide an overview of the Student Excellence Showcase that was featured in the Babylon Great Hall in the Kahlert Foundation Campus Center on April 16. The Showcase features projects completed by students in Carroll's Lynx Scholars, Pappalardo Honors, and STEM Scholars programs. Student work represents a variety of Carroll courses and demonstrates significant research, writing, problem solving, reflection, and creativity. Dr. Brunner shared the results of the winning assignments and extended her congratulations to all Carroll students for their hard work and merit.

#### IV.B. Academic Council

Ms. Mary Wallace, Academic Council President reported:

Academic Council met on Friday, April 4, 2025. Three proposals were submitted and approved by the Council.

The next meeting will be held on Friday, May 2, 2025.

#### IV.C. Senate

Ms. Karen Sorrell, Senate President, reported:

The Senate met on Friday, April 11, 2025.

The Senate is in the process of seeking nominations for open positions. Senators continue to work with the Governance Work Group to evaluate the governance structure. The Standards for Acceptable Use of Information Systems and Internet Policy update was discussed.

The next Senate meeting will be held on Friday, May 9, 2025.

#### IV.D. Student Government Organization (SGO)

Ms. Shanecia Pitterson, SGO President reported:

Ms. Pitterson introduced the SGO President elect, Nyomie Greer.

The SGO elections for the Student Executive Board are complete, and Ms. Pitterson proudly announced that the SGO now has a full board for Fall 2025. The SGO hosted a successful "Coffee with SGO" event to hear issues and concerns, and to help strengthen relations between the SGO and the student body.

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 reported:

The Commissioners structured their budget sessions differently this year, beginning with an open session where the recommended budget was presented, followed by closed sessions. Commissioner Kiler shared that the Commissioners have accepted the proposed budget. Mr. Ted Zaleski, Director of Management and Budget, will present the Fiscal Year 2026 (FY26) Budget Overview to the Carroll County Board of Commissioners (BoC) on April 22, 2025. The Final Budget Work Sessions to adjust the proposed budget based on public input are tentatively scheduled for Tuesday, May 13th, and Tuesday, May 20th. The adoption of the FY26 budget is planned for Thursday, May 22nd.

Commissioner Kiler 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 Bream reported:

The Planning Advisory Council met on Monday, April 7, 2025.

Mr. Joe Bradley, Chief Information Officer, presented the Annual Technology Report. The College has a five-year plan that identifies business processes and technology needs. The report included committee updates, specific technology requests for each department, FY2026 technology initiatives, the SaaS timeline, technology budget, challenges and efficiencies.

Mr. Gregg Bricca, Director of Institutional Effectiveness led a discussion on educational attainment in Carroll County, using census data to analyze the percentage of adults with associate degrees or higher and the implications for the strategic plan and institutional effectiveness measures. Mr. Bricca shared the new proposed goal for higher education in Maryland, which aims for 65% of adults aged 25 to 64 to have a certificate or degree by 2035 and discussed the implications for tracking and measuring educational attainment.

Mr. Rob Brown, Senior Director of Institutional Integrity, Compliance, and Accreditation reminded PAC members that the FY2025 QUICs are due by April 18 and the FY2025 Annual Strategic Initiative Tasks updates are due by April 25.

The next meeting will be held on Monday, May 4, 2025, in The Bollinger Family Conference Center (K100).

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

Trustee Kahlert 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 March 31, 2025, reveals normal and reasonable receipts, disbursements, and encumbrances. The March reports are not the audited final statement.

**Note:** Consent Item V.A.1. was read as an information item but not formally approved, contrary to standard practice.

2. Board of Trustees Policy requires approval of all Purchase Requisitions amounting to over \$50,000. The College has been effectively using Instructure Canvas Learning Management System (LMS) since 2020. The key benefits to Canvas include a user-friendly interface, robust integration capabilities, comprehensive communication tools, reliable customer support, and regular updates and improvements. The Canvas LMS seamlessly integrates with our existing Colleague ERP system. Operating budget funds are allocated for this contract extension.

**Recommended Motion:** Trustee Kahlert moved that the Board of Trustees authorize the College to award the contract extension of Instructure Canvas to Instructure in Salt Lake City, Utah using Maryland Education Enterprise Consortium (MEEC) LMS Master Agreement 54321. The contract amount is not to exceed \$102,701.15 for 2 years. Trustee Foster seconded.

**Motion Status:** Unanimously approved.

Trustee Nevius-Maurer 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.

Trustee Foster reported:

5. The Board must approve all College policies. Carroll Community College is committed to engagement, service, and community leadership, as reflected in its mission: *Empowering learners. Changing lives. Building community.* The proposed Volunteer Time Off (VTO) Policy aligns with this mission by granting eligible full-time employees up to 7.5 hours of paid leave per fiscal year to participate in approved community service activities, to *Build community.* The proposed Implementation is Fiscal Year 2026, July 1, 2025.

This is a notice item, recommended for action after a 30-day review.

**Acknowledge Item:** The Board of Trustees take action to approve the Volunteer Time Off (VTO) Policy at its May 2025 meeting.

**V.B. Personnel, Instruction, and Related Policies Committee**  
Trustee Bollinger reported:

1. The College proposed two new professional appointments to include Ms. Barbie Lim, Director of Finance, to become effective April 28, 2025, and Ms. Lauren Padgett, Coordinator, Dual Enrollment to become effective April 14, 2025.

**Recommended Motion:** Trustee Bollinger moved that the Board of Trustees approve the new professional appointments for Ms. Barbie Lim, Director of Finance, and Ms. Lauren Padgett, Coordinator, Dual Enrollment. Trustee Frager seconded.

**Motion Status:** Unanimously approved.

**Trustee Bream reported:**

2. Several new temporary appointments were provided to the Board for information.

**Trustee Frager reported:**

3. The College informed the Board of two employee separations: Ms. Marsha Haifley, Environmental Services Specialist and Ms. Kathleen Yox, Special Police Officer.

#### **VI. Old Business/New Business**

- A. Trustee O'Callaghan appointed Trustees Bollinger and Frager to serve on the Board Nominating Committee for the 2025-2026 slate of Officers and asked them to provide their report at the May Board Meeting.
- B. Trustee Frager commended the College's Strategic Marketing and Brand Management team for their outstanding creation and execution of high-quality collateral marketing materials, including the SPARK publication.
- C. Trustee Bream was pleased to learn about the College's member participation SALUTE Veterans National Honor Society and shared the date of the spring induction ceremony is May 2, 2025.
- D. The Board of Trustees' Annual Self-Assessment will be reviewed and discussed at the next Board meeting.

#### **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 April 16, 2025, Board of Trustees' meeting. Trustee Frager moved to end the April 16, 2025, Board of Trustees' meeting; Trustee Bream seconded.

**Motion status:** Unanimously approved.

#### **VIII. Adjournment**

Trustee O'Callaghan adjourned the meeting at 7:10 p.m.