

**CARROLL COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES**

**May 21, 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

The Honorable Kenny Kiler

STUDENT GOVERNMENT

Shanecia Pitterson, SGO President

STAFF PRESENT

Sharon Brunner
Dr. Kristie Crumley
Patti Davis
Dr. Lisa De Jesús
Clyde Johnson
Dr. Michelle Kloss
Tim League
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 5:58 p.m. and led the opening exercises.

Hearing no corrections or additions to the agenda of May 21, 2025. Trustee Frager moved for approval of the meeting agenda; Trustee Foster seconded. The May 2025 agenda was unanimously approved.

Trustee Foster moved that the April 16, 2025, minutes be approved; Trustee Nevius-Maurer seconded. The minutes from April 2025 were approved unanimously.

IV.A. President's Report

Dr. Rosalie Mince, President, reported:

1. Special Recognition under the President's Report: Mr. League will retire from the College on June 20, 2025, with a distinguished career as financial guardian of the College. Mr. League's significant contributions to the financial health and stability of Carroll Community College, and his embodiment of the highest standard of professional excellence. As evidenced in the letter, Mr. League has shown outstanding performance and exceptional leadership at the College.

The proposal is to honor Mr. League with the title "Director of Fiscal Affairs Emeritus." The Vice President and Directors of Administrative Services have petitioned his nomination for this designation through a signed letter to the College President, Dr. Rosalie V. Mince, who supports this nomination.

Recommended Motion: Trustee Bream moved that The Board of Trustees award Director of Fiscal Affairs Emeritus status to Mr. Timothy (Tim) League, effective June 21, 2025. Trustee Foster seconded.

Motion Status: Unanimously approved.

2. Dr. Mince provided a Legislative update to the Board. The College's focus has shifted to federal developments, where there's concern about proposed changes to students' ability to qualify for Pell grant funding/financial aid. The new proposal would classify part-time students as those taking 7.5 or more

credits. Most of our students take 6 credits (two courses) to balance work and life, so this change could create a hardship by effectively requiring a third course. Similarly, full-time status would require students to take 15 instead of 12 credits to be classified as full-time.

3. Dr. Mince commented on attending and participating in various events, which are listed in the President's Report section of the May agenda. Dr. Mince conveyed sincere appreciation to the College's Board members and staff who demonstrated their support by attending a range of institutional events, including individual meetings with Commissioners, campus tours, various student induction and achievement ceremonies, and the annual Family Fun Fest.
4. Dr. Mince invited Ms. Lisa Slappy, Chief Communications and Public Relations Officer, to provide the Communications update to the Board.

Ms. Slappy shared the Family Fun Fest, held on April 26th, was a tremendous success. The College welcomed approximately 1,400 attendees who enjoyed a variety of engaging activities, received free books, enjoyed a variety of food, and experienced the vibrant atmosphere on our beautiful campus. Also, the second edition of the College's quarterly newsletter, Campus Connections, was released at the end of April. Ms. Slappy also provided the Board of Trustees with several noteworthy highlights regarding Carroll Community College in the news.

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

Mr. Johnson provided an update on the Diversity, Equity, Inclusion, and Belonging (DEIB) Committee. In response to recent Executive Orders from the current administration, the College has reviewed and aligned its practices to ensure compliance with federal guidelines while upholding our core values. As part of this alignment, the committee has been renamed the BE Committee—Belonging and Empowerment. While the name has changed, the mission remains the same: to foster a welcoming campus environment and provide support systems that empower all students, faculty, and staff to thrive as individuals. The College's commitment has never been about elevating one group over another, but about ensuring that everyone feels valued, respected, and supported. The BE Committee is finalizing its new strategic plan, which will be presented for review in June alongside the annual MHEC report requiring Board approval.

Mr. Johnson shared news related to the College's partnership with the Boys and Girls Club. Jared Jefferson, known as JJ, was named the Boys & Girls Club Youth of the Year and has now earned the title of Maryland Youth of the Year. He will represent the state at the Northeast Region Boys & Girls Club Youth Conference in New York. JJ was a dually enrolled student and is currently completing his first year of college. Lastly, the Workforce Academy is scheduled for the last two weeks of July and Trustees are invited to volunteer for the interview portion taking place on July 28th.

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 shared the Foundation has advertised \$493,000 in scholarship awards for the upcoming year. During the first wave, the Foundation awarded \$272,000, leaving just under a quarter of a million dollars remaining. The second cycle is currently open and will close at the end of May. The third and final cycle will follow in July and early August.

Mr. Wantz announced that 55% of our staff have contributed to the 2025 Annual Faculty & Staff Campaign so far, collectively donating over \$42,000 to support several key annual initiatives at the College. The Foundation is thrilled with this strong level of participation, and the campaign is scheduled to conclude in the final week of May.

The *Turning Hopes and Dreams into Reality* campaign is approaching its conclusion, with a targeted end date of June 30. The Foundation continues to maintain a strong pipeline of potential donors and are actively cultivating several gifts that could still materialize in time to make a significant impact on the campaign's success. Mr. Wantz reported that the Community Phase of the campaign includes a targeted

mailing to approximately 900 households, who are already friends of the college and familiar with our mission.

Mr. Wantz informed the Board that to support this effort, a campaign sign will soon be installed near the athletic field, drawing attention from families attending youth recreation activities. The sign will feature a QR code linking directly to the campaign page and will highlight the exciting improvements planned for the athletic facilities. Additionally, the Foundation recently launched a targeted initiative called '45 in 45', an effort to engage 45 high-potential prospects over 45 days through personalized one-on-one conversations and calls.

IV.B. Academic Council

Mr. Jeremy Green, Academic Council Vice President reported:

The Academic Council met on Friday, May 2, 2025. Four proposals were submitted and approved by the Council.

The next meeting will be held on Friday, June 6, 2025.

IV.C. Senate

Ms. Karen Sorrell, Senate President, reported:

The Senate met on Friday, May 9, 2025.

Senators reviewed an update on the ongoing government work group and discussed potential changes that may affect the Senate next year, based on current discussions. Additionally, Senators received responses to several faculty and staff questions regarding the Standards for Acceptable Use of Information Systems and the Internet (referred to as "Acceptable Use"). Upon receiving those responses, Senators formally acknowledged receipt of the Acceptable Use standards.

The Senate also received two revised policy updates: the Library Collection Development Policy and the Hazing Policy. Both items were on the Senate meeting agenda for review.

Senators reviewed open positions for the upcoming year and confirmed that all primary seats are currently filled.

The next Senate meeting will be held in person on Friday, June 13, 2025.

IV.D. Student Government Organization (SGO)

Ms. Shanecia Pitterson, SGO President reported:

SGO hosted its end-of-year event with a fun carnival theme, featuring exciting activities, prizes, and delicious food. The event was a great success, drawing an impressive turnout.

Ms. Pitterson shared that the SGO held the final meeting yesterday to celebrate their accomplishments and the challenges the group has overcome together. Ms. Pitterson shared that serving as SGO President in 2025 was an honor and a time of great personal growth. She thanked the Board members for their support and encouragement.

Trustee O'Callaghan thanked Ms. Pitterson for her outstanding leadership, noting that she left Student Government stronger than she found it, a true mark of great leadership. Carroll is better because of Ms. Pitterson.

IV.E. Commissioner

The Honorable Kenny Kiler Commissioner Liaison to the Board reported:

Commissioner Kiler expressed appreciation for the campus tour this afternoon, noting that he learns something new about the College with each visit and truly values the insightful discussions. In addition, he thanked everyone for supporting and attending the Carroll County Veterans Celebration. Commissioner Kiler is a member of the Veterans Advisory Council, and he was pleased to see such a strong turnout of veterans and supporters at the event.

The Commissioners will meet tomorrow, May 22, 2025, to approve the FY26 Budget.

Trustee Kahlert highlighted the meaningful insights he gained about Carroll County's veteran population at the Carroll County Veterans Independence Project's (CCVIP) Red, White, and Blue Gala that he recently attended.

IV.F. Planning Advisory Council (PAC)

Trustee Bream reported:

The Planning Advisory Council met on Monday, May 5, 2025.

Trustee Bream shared the first part of the meeting focused on the Quality Improvement Cycle (QUIC), an efficient and effective method that enables department and committee leaders across the College to engage in institutional assessment. QUICs are intentionally aligned with broader College priorities and Middle States Commission on Higher Education standards, allowing for continuous tracking of how daily activities and projects support the College's mission and accreditation requirements.

PAC members reflected on the two biggest accomplishments or improvements made through Compass 25. Participants marked their thoughts on paper around the room during a gallery walk, followed by table discussions.

Ms. Patti Davis presented the FY2026 Operating Budget update to the Planning Advisory Council.

The next meeting will be held on Monday, June 9, 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 April 30, 2025, reveals normal and reasonable receipts, disbursements, and encumbrances. The April reports are not the audited final statement.

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

Motion Status: Unanimously approved.

2. The Board of Trustees must approve the Auxiliary Enterprises spending plans pursuant to the Board of Trustees Policy. The College operates a Bookstore, Cafeteria and Child Development Center for the benefit of students, faculty, and staff. Each operation is designed to be financially self-sufficient. Athletics is also included under the umbrella of an auxiliary enterprise operation.

Recommended Motion: Trustee Kahlert moved that the Board approve the FY2026 Auxiliary Enterprises Budget. Trustee Foster seconded.

Motion Status: Unanimously approved.

3. Approval of Student Government Budget. The Board must review and approve the Student Government Budget. The President must approve the Student Government Budget and submit the Budget to the Board of Trustees. The Vice President of Administration is responsible for proper financial records of all the Student Government funds. The College's controls and procedures are used to administer expenditures out of this budget.

Recommended Motion: Trustee Kahlert moved that the Board approve the FY2026 Student Government Budget for Carroll Community College. Trustee Foster seconded.

Motion Status: Unanimously approved

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

The Philip E. and Carole R. Ratcliffe Foundation (Ratcliffe) 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.

The College is seeking to expand its facilities to accommodate the programs targeted for the Ratcliffe grant including welding, plumbing, carpentry, high tech automotive/electric vehicle training, advanced manufacturing, and pet grooming.

As part of the welding program, we will be purchasing ten (10) welding booths to accommodate students. The new welding booths will significantly enhance our welding program. This flexibility allows us to conduct classes on weekends, during the summer, and throughout the day.

The College has selected Amtek Company, Inc. as the vendor using the Howard County Public School System Contract #039.20.B5 – Career and Technology Education Supplies and Equipment. Funds from the Ratcliffe Foundation Grant will be used to fully purchase equipment.

Recommended Motion: Trustee Kahlert moved that the Board of Trustees authorize the College to purchase ten (10) ventless welding station booths in an amount not to exceed \$181,000 from Amtek Company of Arnold, Maryland using monies from the Ratcliffe Foundation Grant to fully fund this purchase. Trustee Nevius-Maurer seconded.

Motion Status: Unanimously approved.

Trustee Foster reported:

5. Board Policy requires the Board of Trustees to approve the acceptance of all grants. The University of Maryland has issued a continuation of funding for the service delivery of the Veterans Business Outreach Center (VBOC) for 2025 – 2026. The total amount of this agreement is \$3,541.66 per month (not to exceed \$42,500 annually) and is based upon a rate of \$52 per hour. This compensation is inclusive of all expenses the Contractor may incur in the delivery of services as agreed upon by the Contractor and the University. This program provides training and consulting services to Veterans transitioning into civilian life. Service delivery for the continued contract is May 1, 2025 – April 30, 2026.

Recommended Motion: Trustee Foster moved that the Board accept the continuation of Grant Award from the University of Maryland in the amount not to exceed \$42,500. Trustee Nevius-Maurer seconded.

Motion Status: Unanimously approved.

6. The Board of Trustees 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.

Recommended Motion: Trustee Foster moved that the Board of Trustees approve the Volunteer Time Off (VTO) Policy. Trustee Nevius-Maurer seconded.

Motion Status: Unanimously approved.

7. The Board of Trustees Calendar and Topics for 2025-2026 was presented for approval.

Recommended Motion: Trustee Foster moved that the Board of Trustees approve the Calendar and Topics for 2025-2026. Trustee Kahlert seconded.

Motion Status: Unanimously approved.

8. Board Policy II-44 requires the Board of Trustees to approve the acceptance of all gifts to the College.

Gift donations from various donors were added to the Campus Library Collection in the total amount of \$545.50 for FY 2025.

Recommended Motion: Trustee Foster moved that the Board of Trustees accept the donation of the twenty-three (23) books as listed in the Board materials with our sincere gratitude for their caring towards our students. Trustee Nevius-Maurer seconded.

Motion Status: Unanimously approved.

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

Trustee Bollinger reported:

1. The College has five new Support Staff appointments provided to the Board for information.
2. Several new temporary appointments were provided to the Board for information.
3. The College informed the Board of five employee separations: Diana Dannettel, Manager, Center of Healthcare Programming and Animal Sciences; Shelly Fourhman, Associate Professor-Nursing; Sarah Haugh, Senior Lecturer-Nursing; Vincent Pinder, Special Police Officer and Jordan Snyder, Receiving and Mail Services Specialist.

Trustee Bream reported:

4. The revised FY2026 (2025-2026) Academic Calendar was provided to the Board for Information.
5. The FY2027 (2026-2027) Academic Calendar was provided to the Board for Information.

VI. Old Business/New Business

- A. Trustee O'Callaghan asked Trustees Bollinger and Frager to provide the report of the Board of Trustees Nominating Committee for the 2025-2026 Slate of Officers.

Trustee Frager was pleased to present Trustee David P. O'Callaghan as Board Chair, and Trustee Diane A. Foster as Vice Chair, for the 2025-2026 term of the Board of Trustees.

A motion of these appointments will be conducted at the June 18, 2025, Board of Trustees 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 official May 21, 2025, Board of Trustees' meeting and meet in a closed Executive Session to discuss an issue of general administrative and legal consideration. Trustee Bream moved to end the May 21, 2025, Board of Trustees' meeting; Trustee Foster seconded.

Motion status: Unanimously approved.

VIII. Adjournment

Trustee O'Callaghan adjourned the meeting at 7:05 p.m.