

**CARROLL COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES**

**August 20, 2025
Approved**

BOARD MEMBERS PRESENT

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

COMMISSIONER LIAISON

The Honorable Kenny Kiler

STUDENT GOVERNMENT

Nyomie Greer, SGO President

STAFF PRESENT

Steve Berry
Rob Brown
Dr. Sharon Brunner
Dr. Kristie Crumley
Patti Davis
Britney Harden
Clyde Johnson
Dr. Michelle Kloss
Lisa Slappy
Karen Sorrell
Lauren Walker
Ted Zaleski

Student: Lohitaksh "Lohi" Suresh

Board of Trustee Chairperson, David O'Callaghan called the meeting to order at 6:02 p.m. and led the opening exercises.

Hearing no corrections or additions to the agenda of August 20, 2025, Trustee Foster moved for approval of the meeting agenda; Trustee Frager seconded. The August 2025 agenda was unanimously approved.

Trustee Frager moved that the June 18, 2025, minutes be approved; Trustee Foster seconded. The minutes from June 2025 were approved unanimously.

IV.A. President's Report

Dr. Rosalie Mince, President, reported:

1. Dr. Mince welcomed Ms. Heather DeWees, Clerk of the Circuit Court for Carroll County, and invited her to administer the Oath of Office to Mr. Benjamin H. Scheper, who was recently appointed as a member of the College's Board of Trustees.
2. Dr. Mince invited Dr. Michelle Kloss, Vice President, Effectiveness, Integrity, and Accountability and Mr. Clyde Johnson, Executive Director of College Standards and Accountability to provide the 2025 Progress Report on the Institutional Plan for a Program of Cultural Diversity.

Dr. Kloss stated that The Carroll Community College Board of Trustees must review and approve the College's annual report summarizing institutional progress towards the implementation of its plan for cultural diversity. The report is submitted to the Maryland Higher Education Commission by September 1 of each calendar year. In accordance with §11-406 of the Education Article, the governing body of each Maryland public college and university is required to monitor the institution's progress towards achieving the goals of its plan for cultural diversity and ensure compliance with the State's goals for higher education: access, success, and innovation.

Recommended Action: Trustee Frager moved that the Board of Trustees approve the 2025 Progress Report on Carroll's Plan for a Program of Cultural Diversity. Trustee Bream seconded.

Motion status: Unanimously approved.

3. Dr. Mince invited Dr. Kloss to present the results of the 2025 Great Colleges to Work For Survey: Higher Education insight Survey. Dr. Kloss explained that Modern Think's Great Colleges to Work For program includes the administration of the Higher Education Insight Survey®. This national survey provides the College detailed internal data related to faculty and staff views of the College as well as a variety of external benchmarks. This survey includes 55 core statements for all participants, plus 5 additional items tailored to faculty and adjuncts, using a five-point agreement scale. The College previously administered the survey in 2012 and 2019. Board members expressed strong satisfaction with the results, noting that the outcomes aligned well with strategic goals and reflected positively on recent initiatives.
4. Dr. Kloss continued by sharing the results of the 2025 Student Satisfaction Survey. The Student Satisfaction Survey is given in the spring of odd-numbered years to all currently enrolled credit students. The survey asks questions regarding satisfaction with the following areas: Student Services, Campus Services, Student Life, Course and Campus, Campus Safety, Culture and Success, Inclusion and Belonging. The information from the survey is shared with College leaders in order to better understand the student experience and identify potential improvements. Trustees expressed their satisfaction with the results. Trustee Bream recommended conducting the survey annually and streamlining its format to encourage greater participation. Trustee Frager highlighted both the factors within our control and those that lie beyond the College's direct influence. It underscored, once again, the critical importance of the Foundation and its role in helping to support our students in meaningful ways.
5. Dr. Mince extended an invitation to Mr. Lohi Suresh, President's Student Intern, to offer a few remarks during his final attendance of the Board of Trustees meeting before transferring to Towson University.
6. Dr. Mince invited Ms. Patti Davis, Vice President of Administrative Services to provide a brief update on the progress of our plans for the Ratcliffe Center and Ratcliffe Works, along with our initiatives to expand manufacturing and trades programming. The College is currently exploring potential sites for the Ratcliffe Center. As we have not yet identified a single location that can accommodate all program components, we are considering one site for the pet grooming program and another for the remaining trade offerings. Proposals from both locations are under active review, and we are in the process of evaluating them in consultation with our legal counsel.

Dr. Kelly Koermer, Vice President of Workforce, Business & Community Education (WBCE), added that in the absence of a dedicated Trade Center, the continued support from the Ratcliffe Foundation has been invaluable. Their flexibility in allowing the allocation of unspent funds in future years has enabled us to sustain and grow our programming. As a result of this support, we are seeing full enrollment in our automotive and welding classes this fall, which speaks to the strong demand and impact of these programs. In response, our team has been proactive in identifying ways to expand capacity and enhance offerings within our existing resources, demonstrating both creativity and commitment to student success. Trustee Kahlert noted that this is a significant concern for the state, particularly in light of the shortage of qualified welders needed for the reconstruction of the Francis Scott Key Bridge.

7. Dr. Mince commented on attending and participating in various events, which are listed in the President's Report section of the August agenda. Dr. Mince noted that, as the Middle States team chair, she conducted a preliminary visit to Syracuse, New York in July to oversee logistical preparations and ensure institutional readiness. The full team evaluation is scheduled for October. In addition, Dr. Mince conveyed sincere appreciation to Trustee O'Callaghan and the College's Board Members for supporting her attendance at the AACC President's Academy Summer Institute in California this summer, describing it as one of the most impactful professional development experiences of her career.
8. Dr. Mince invited Ms. Lisa Slappy, Chief Communications and Public Relations Officer, to provide the Communications update to the Board.

Ms. Slappy updated the Board on the various media placements, press releases, news highlights and social media impressions. Ms. Slappy highlighted that Carroll Community College executed a wide range of Communications strategies that elevated the College's visibility locally, regionally, and nationally. Key efforts included media features that boosted community and industry awareness such as

the CMSportsNet interview with Teri Leatherwood, Carroll's new Athletic Director on June 5, 2025. Ms. Slappy reported on the quarterly Campus Connections newsletter for faculty and staff that was released on July 30. In addition, Dr. Mince was recognized as one of Baltimore's *Women to Watch 2025* with an interview by the Baltimore Sun. The profile highlighted her 35-year career and visionary leadership, including the launch of Carroll's strategic plan, Enter to Learn, Experience, Earn. Lastly, Carroll's CDL Truck Driver Training Program was featured nationally on SiriusXM's Road Dog Trucking Radio during the Dave Nemo Show.

9. Dr. Mince invited Mr. Clyde Johnson, Executive Director of College Standards and Accountability, to provide his monthly report to the Board.

He provided the Board with historical context, noting that in 2022, Carroll engaged BDO Incorporated to conduct a comprehensive campus climate and cultural diversity audit. Based on their findings, BDO delivered an improvement plan and recommended establishing a continuous improvement framework aligned with state and federal guidelines.

In January 2025, the College made a significant shift by transitioning from the Diversity, Equity, and Inclusion (DEI) Committee to the newly formed Belonging and Empowerment (BE) Committee, reflecting a deeper commitment to fostering inclusion and ensuring all individuals feel heard, valued, and supported across campus experiences. Concurrently, Mr. Johnson's role expanded to include ombudsman responsibilities, creating a confidential, impartial, and independent resource for students, faculty, and staff.

Mr. Johnson announced his training with the Carroll County Community Mediation Center (CCCMC), which provides conflict coaching, mediation, and facilitation services to county residents. He will serve as a mediation resource to support our campus community.

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 provided the Board with an update on the current status of scholarship awards and shared the timeline for the remaining award cycle.

The 20th anniversary of Starry Night, taking place on Saturday, December 6, 2025, will feature live music by Millennium and introduce exciting new elements to mark this milestone celebration.

Mr. Wantz announced that the Foundation Board will welcome a new slate of officers: Steve Aquino will serve as President, Lori Sullivan as Vice President, Emily Miller as Secretary, and Tony Chiavacci as Treasurer.

Mr. Wantz provided an update on several forthcoming events and indicated that invitations will be sent in the near future.

IV.B. Academic Council

Ms. Britney Harden, 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 3, 2025.

IV.C. Senate

Ms. Karen Sorrell, Senate President, reported:

The Senate has not met since June, however, Ms. Sorrell shared that the Senate will be working to establish a clearly defined process for the submission of informational items as distinct from those requiring a vote.

The next Senate meeting will be held in person on Friday, September 12, 2025.

IV.D. Student Government Organization (SGO)

Ms. Nyomie Greer, SGO President reported:

The Student Government Organization (SGO) had a successful and productive summer retreat on campus on July 16, 2025. The students focused on team-building activities and exploring strategies to enhance student participation. Ms. Greer also reported that the officers reviewed budget requests from student clubs. The highlight of the day was enjoying lunch with the Board of Trustees Chairperson, Mr. David O'Callaghan.

The SGO has been busy planning events such as the Welcome Back Karaoke on September 15 and Coffee with SGO on October 8.

The next SGO meeting will be held on September 2, 2025.

IV.E. Commissioner

The Honorable Kenny Kiler Commissioner Liaison to the Board reported:

Commissioner Kiler provided the Board with an update on the various events and engagements attended by the Commissioners across the county. The Commissioner highlighted the Carroll County Chamber of Commerce Commissioner's Breakfast held on August 20, 2025, in which he had the opportunity to meet with attendees and talk about current issues, share information and provide answers to important questions.

Commissioner Kiler shared that Governor Wes Moore recently visited Carroll County to announce the appointment of Mr. Ed Rothstein as Secretary of the Maryland Department of Veterans and Military Families. Trustee Kahlert noted that Carroll County is widely recognized for having one of the strongest veteran's programs in the state, a point of pride for both the county and Mr. Rothstein.

The Commissioners are currently addressing budget priorities, advancing the Carroll County Master Plan, and responding to concerns related to the Maryland Piedmont Reliability Project (MPRP).

Dr. Mince inquired about the status of the appointment to fill Mr. Rothstein's County Commissioner seat. Commissioner Kiler stated the Governor will make the appointment, which must be a Republican to fill the vacated seat. Beyond party affiliation, the appointee must reside in Carroll County, District 5.

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 8, 2025, in The Bollinger Family Conference Center (K100) at 3:30 P.M.

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

Trustee Foster 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, 2025, reveals normal and reasonable receipts, disbursements, and encumbrances.

Recommended Motion: Trustee Foster moved that the Board acknowledges receipt of the June 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, 2025, reveals normal and reasonable receipts, disbursements, and encumbrances.

Recommended Motion: Trustee Foster 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 Nevius-Maurer seconded.

Motion Status: Unanimously approved.

3. The Board must approve the FY2026-2027 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 Foster 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. The Board of Trustees Policy requires approval of all Purchase Requisitions amounting to over \$50,000.

The College currently uses Hyland Perceptive Content, Dev Express, and Formport to support document management, forms, and printing. However, the upcoming migration to a SaaS-based Ellucian Colleague ERP creates compatibility issues, as Dev Express and Formport are not SaaS-compliant and will no longer function. Hyland's long-term costs also exceed those of the recommended alternative.

Financially, Softdocs is significantly more cost-effective, with a five-year total of \$379,479.02, compared to Hyland's three-year cost of \$506,330.

The transition to Softdocs was endorsed by TAG and the Data Governance Committee, with funding provided through operating resources.

Recommended Motion: Trustee Kahlert moved that the Board of Trustees authorize the College to purchase Softdocs Software Suite of Products: Serve Print Customization Tool, Electronic Forms and Workflow Automation, and Document Management in an amount not to exceed \$380,000 from Softdocs SC, LLC over five years, utilizing the OMNIA Partners cooperative purchasing agreement. This award is based on Softdocs successful response to Solicitation 36-22 on behalf of Region 14 ESC, which was awarded on December 8, 2022. Trustee Foster seconded.

Motion Status: Unanimously approved.

5. Board policy requires the Board of Trustees to approve the acceptance of all grants. Notice of Grant Award, Maryland State Department of Education, Child Care Career and Professional Development.

The College has received notice of a Child Care Career and Professional Development Grant from the Maryland State Department of Education to allocate Seventy-Six Thousand Nine Hundred Fifteen Dollars (\$76,915) for the Child Care Career and Professional Development Fund to Carroll Community College. The purpose of this award is to provide funding to credentialed childcare providers to pursue a college degree in early childhood education, child development, family studies, or related disciplines. This is the seventeenth year the grant has been received.

Recommended Motion: Trustee Kahlert moved that the Board of Trustees accept the grant from The Maryland State Department of Education in the amount of \$ \$76,915 for FY2026. Trustee Foster seconded.

Motion status: Unanimously approved.

6. The Board of Trustees must approve all policies. The College adopted its original Anti-Hazing Policy at its Board of Trustees meeting in June 2023.

In December 2024, President Biden signed the bipartisan “Stop Campus Hazing Act” into law. This law provides a standard federal definition of hazing, defines hazing as a new Clery crime and crime statistic that must be reported on the College’s Annual Security Report (ASR), requires specific policy statements on hazing and hazing prevention, and requires the College to publish a Campus Hazing Transparency Report twice a year summarizing any findings concerning violations of hazing policies by recognized student groups.

The proposed policy includes the new standard federal hazing definition, language on how to report a hazing incident, possible repercussions to individuals and student organizations found in violation of this policy, and language on hazing prevention training. Changes are mandated by law.

Since the Board received this policy for review in June, one minor edit has been made to paragraph 3, reflecting the new role of the College Ombuds at Carroll. The change is shown in italics below:

All college employees, *with the exception of the College Ombuds*, are considered mandatory reporters for the purposes of the Jeanne Clery Campus Safety Act, of which the Stop Campus Hazing Act is a part.

Recommended Motion: Trustee Kahlert moved that the Board of Trustees approve the modification to the Student Code of Integrity for Academic and Behavioral Standards: Anti-Hazing Policy. Trustee Nevius-Maurer seconded.

Motion Status: Unanimously approved.

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

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

Motion Status: Unanimously approved.

Trustee Nevius-Maurer reported the following Information Items:

8. The Non-Operating Budget Funds were presented to the Board of Trustees.
9. Quarterly Report on Items in Excess of \$10,000. The College provided a Quarterly Report reflecting items purchased in excess of \$10,000 not specifically approved by the Board of Trustees.

10. 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.
11. The Athletics Department proposed the addition of Men's and Women's Indoor Track and Field in Winter 2025 to bridge the gap between fall Cross Country and spring Outdoor Track.

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

Trustee Frager reported:

1. Carroll Community College Non-Credit Adjunct Faculty Salary Scales. The Board must approve modifications to the College's salary scales. The proposal reflects an adjustment based on grant requirements to Adult Education rates of the Non-Credit Adjunct Faculty Scales. The hourly rate adjustments range from 6.3% to 7.2%.

Recommended Motion: Trustee Frager moved that the Board of Trustees approve the adjustment to the Adult Education rates included in the Non-Credit Adjunct Faculty Scales, effective July 1, 2025. Trustee Scheper seconded.

Motion Status: Unanimously approved.

2. The College proposed nine new professional appointments to include:
 - Bohn, Jenna, Assistant Professor, English, Effective 08/15/2025
 - Cain, Kristina, Assistant Professor, Math, Effective 08/15/2025
 - Heuer, Nikki, Senior Manager, Facilities Safety, Training and Compliance, Effective 08/18/2025
 - Hibbert, Kathleen, Assistant Professor, Social Sciences, Effective 08/15/2025
 - Leibman, Susan, Director, Career Pathways and Apprenticeships, Effective 08/18/2025
 - Plitt, Michelle, Assistant Professor, Nursing, Effective 08/15/2025
 - Schipper, Daniel, Senior Lecturer, Computer Science, Effective 08/15/2025
 - Sorrell, Karen, Controller, Effective 08/18/2025
 - Strausberg, Cheryl, Electronic Resources and Technical Services Librarian, Effective 08/04/2025

Recommended Motion: Trustee Frager moved that the Board of Trustees approve the nine new professional appointments. Trustee Nevius-Maurer seconded.

Motion Status: Unanimously approved.

3. The College proposed updates for the following individuals:
 - Kristensen, Suzanne, Intake Assessment Coordinator, Effective 07/01/2025
 - Mince, Dr. Rosalie, President, Effective 07/01/2025
 - Van Syckle, Maura, Business Consultant, SBDC, Effective 07/01/2025

Recommended Motion: Trustee Frager moved that the Board of Trustees approve the proposed updates. Trustee Scheper seconded.

Motion Status: Unanimously approved.

4. The College has two new Support Staff appointments provided to the Board for information.
5. Several new temporary appointments were provided to the Board for information.

Trustee Bream reported:

6. Temporary appointments are effective on a fiscal year basis and provided to the Board as information. Current temporary employees must be renewed to continue employment into fiscal year 2026. Five were received or revised after the June Board of Trustees meeting.
7. The College informed the Board of eight employee separations.
8. Approval of Curriculum Report, 2024-2025. In accordance with Board of Trustees Policy Manual, all new academic programs, after the Faculty, Chief Academic Officer, and the President have approved them, shall be approved by the Board of Trustees. In addition, the Board is to be informed of all curricular changes. The 2024-2025 Curriculum Report provides information to the Board regarding all Academic Council deliberation regarding new courses, changes in curriculum, prerequisites, or other academic procedural changes, including new academic programs, in this comprehensive report.

Recommended Motion: Trustee Bream moved that the Board of Trustees approve the 2024-2025 Curriculum Report. Trustee Scheper seconded.

Motion Status: Unanimously approved.

9. 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.

10. 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.

VI. Old Business/New Business

- A. Trustee O'Callaghan shared that Maryland's community colleges are among the best in the nation, with Carroll Community College ranked within the top five statewide and among the top 40 nationally.

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 August 20, 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 August 20, 2025, Board of Trustees' meeting; Trustee Frager seconded.

Motion status: Unanimously approved.

VIII. Adjournment

Trustee O'Callaghan adjourned the meeting at 7:47 p.m.