CARROLL COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES

September 17, 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

Board of Trustee Chairperson, David O'Callaghan called the meeting to order at 5:55 p.m. and led the opening exercises.

Hearing no corrections or additions to the agenda of September 17, 2025, Trustee Foster moved for approval of the meeting agenda; Trustee Nevius-Maurer seconded. The September 2025 agenda was unanimously approved.

Trustee Bream moved that the August 20, 2025, minutes be approved; Trustee Foster seconded. The minutes from August 2025 were approved unanimously.

IV.A. President's Report
Dr. Rosalie Mince, President, reported:

1. Dr. Mince welcomed Dr. Michelle Kloss, Vice President, Effectiveness, Integrity, and Accountability to report on the 2025 Performance Accountability Report (PAR).

   Dr. Kloss reported Maryland state law requires the Board of Trustees to approve and submit the College's Performance Accountability Report (PAR) to the Maryland Higher Education Commission each year. Performance benchmarks are goals to be attained at the end of a five-year cycle. The indicators and the benchmarks are reviewed and revised every five years. The Board of Trustees approved the current benchmarks in June 2021 for the 2021-2025 PAR cycle.

   The report follows the same format as in prior years, with a narrative section describing the College's performance within the context of the goals in the Maryland State Plan for Postsecondary Education, plus an appended spreadsheet of 28 performance indicators. Dr. Kloss indicated that the College is concluding its current five-year PAR cycle and provided the Board with a review, highlighting several key sections and performance indicators within the report

   Recommended Motion: Trustee Bream moved that the Board of Trustees approve the College's Performance Accountability Report for 2025 for submission to the Maryland Higher Education Commission. Trustee Foster seconded.

   Motion status: Unanimously approved.

2. Dr. Mince asked Dr. Kelly Koermer, Vice President, Workforce, Business & Community Education (WBCE) to report on the Annual Marketing and Communications Report.

   Dr. Koermer invited Ms. Tara Barnabei, Art Director, Strategic Marketing and Brand Management (SMBM) and Ms. Lisa Slappy, Chief Communications and Public Relations Officer, to present the Annual Marketing and Communications Report. The report examines the College's marketing campaigns and communications plans that support the College's mission. The report includes projects that support credit and non-credit programs, personal enrichment, youth programming, and business services, as well as community events and the Foundation. Strategic Marketing and Brand Management is responsible for advancing institutional priorities, while Communications and Public Relations enhance the College's academic reputation by sharing its story through traditional media, digital channels, social media, social media, print publications, video, the web, and other platforms. The overarching marketing and communication objectives are aligned with the College's vision and annual strategic goals.

   Ms. Slappy and Ms. Barnabei reviewed report highlights and answered questions from the Board. All agreed the report was very detailed and informative.

3. Dr. Mince commented on attending and participating in several events, which are listed in the President's Report section of the September agenda. A highlight this month was our Collegewide Meeting, Discovery Day, themed *Data in Motion: Turning Insight into Action*. The day featured valuable professional development and lots of energy and excitement, especially during Mission Possible: Learn, Experience, Earn Showdown, where students, faculty, and staff competed in a lively team challenge. Dr. Mince also shared that she attended a deeply moving 9/11 Memorial event hosted by the Carroll County Commissioners.

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

   Mr. Johnson shared that, through a partnership with the Office of Student Care and Integrity, and the National Alliance on Mental Illness (NAMI), the College will participate in NAMI's *I Will Listen* campaign. Led by student ambassador Jailen Lemon, the College community is invited to attend three events that will occur in October.

   Mr. Johnson provided an update on the College's Ombuds Program including simplifying the process for employees and students to confidentially schedule appointments and self-report. Mr. Johnson also shared the Belonging and Empowerment (BE) Committee will meet with special guests Dr. Rose Mince and Dr. Kelly Koermer to discuss Diversity, Equity, and Inclusion (DEI) policy shifts and legal updates. Lastly, the College is updating its DEI related web content. A new compliance statement clarifies that documents dated before January 2025 are archived and no longer current.

5. 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 Starry Night Gala, taking place on Saturday, December 6, 2025, highlighting the sponsorships to date exceed $85,000, surpassing last year's pace. Mr. Wantz expressed sincere appreciation to Board members for their continued support and engagement.
   Mr. Wantz shared that a record $440,757 in scholarships has been awarded to 318 students this year and over half of all applicants received scholarship support. The *Turning Hopes and Dreams into Reality* campaign officially concluded on August 31, 2025, surpassing expectations with a final commitment of $14,463,040.

The FY26 Strategic Plan includes a fundraising goal of $2 million, focused on athletics, the nursing simulation center, expanded classroom capacity, theater enhancements, and the development of the applied technology and trades center.

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 met on Friday, September 12, 2025.

Ms. Sorrell reported that new Senators were welcomed with a brief orientation, and the group reviewed the Senate's role within the College community. Senators also discussed upcoming initiatives and anticipated changes. Senators also discussed food availability on campus, and a small group is working to develop a survey to gather more input.

The next Senate meeting is scheduled on October 10, 2025, at 2 p.m.

IV.D. Student Government Organization (SGO)
Ms. Nyomie Greer, SGO President reported:

The SGO has a complete board of executives and senators. Their first meeting was held on September 2, with Dr. Mince and Dr. Crumley in attendance.

Ms. Greer reported that their Senate representative is part of a small workgroup exploring food options and improving availability on campus. The SGO is working to engage all students, including those online, by holding hybrid meetings to ensure off-campus participation. They're also working on several key initiatives aimed at enhancing the student experience on campus.

The SGO has been busy with events such as the Club Fair on September 10 and 11 and Welcome Back Karaoke on September 15.

The next SGO meeting will be held on October 7, 2025.

IV.E. Commissioner
The Honorable Kenny Kiler Commissioner Liaison to the Board reported:

Commissioner Susan Krebs was ceremonially sworn into office on September 11, 2025, to serve as the Commissioner for District 5 in Carroll County. She brings extensive experience and a profound understanding of the county's needs and priorities to her new role.

The Commissioners are currently addressing budget priorities, advancing the Carroll County Master Plan, responding to concerns related to community solar, and the Maryland Piedmont Reliability Project (MPRP). In addition, the county commissioners are preparing for the upcoming trip to New York, where they will meet with representatives from the three major financial rating agencies: Fitch Ratings, S&P Global Ratings, and Moody's, for a comprehensive bond review.

IV.F. Planning Advisory Council (PAC)
Trustee Bream reported:

The Planning Advisory Council met on Monday, September 8, 2025.

Mr. Rob Brown, Co-Chair, provided an overview of PAC and its role and introduced new members. The council reviewed and discussed the annual strategic plan, which consists of 18 initiatives and emphasizes interdepartmental collaboration.

Ms. Barbie Lim, Senior Director of Finance, presented the FY 2027 Budget Plan Assumptions and Process.

The PAC members reviewed and discussed the results of the 2025 Great Colleges to Work Survey and the 2025 Student Satisfaction Survey.

Dr. Kloss reviewed the QUIC (Quality Improvement Cycle) process. QUICs are brief summaries of an assessment activity for a division, department, committee, project, or initiative and how to access the form along with additional resources.

The next meeting will be held on Monday, October 6, 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 August reports are not the audited final statement.

   A review of the financial statements for the period ending August 31, 2025, reveals normal and reasonable receipts, disbursements, and encumbrances.

Recommended Motion: Trustee Foster moved that the Board acknowledges receipt of the August 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 Policy requires approval of all Purchase Requisitions amounting to over $50,000. Adobe Higher Education Enterprise License Agreement – Master Collection.

   This is the first year of a three-year Enterprise License agreement. The software is installed on various lab, faculty and staff PCs and Macs. The licenses provide access to the full Creative Cloud Pro software suite. The suite includes the following titles: Photoshop, Illustrator, InDesign, Acrobat Pro, Premiere Pro, After Effects, Bridge, Adobe XD, Adobe Fonts, and Express.

   Adobe software provides access to industry-standard tools for the digital communications skills necessary for students to compete in today's workforce. The benefits of implementing the Enterprise License Agreement (ELA) are reduced license fees and the ability to install the software on every faculty/staff/lab PC in the College allowing for current technology for all users. Based on the current number PCs and Macs which have the software installed, the College will save over $120,640 this year. Additionally, by continuing the ELA, the College realizes lower administration costs and easier license compliance.

   A summary of the cost for the software per year for 3 years was provided in the exhibit

Recommended Motion: Trustee Nevius-Maurer moved that the Board of Trustees authorize the College to award the purchase of Adobe Creative Cloud Pro software in an amount not to exceed $103,000 over 3 years to Bell Techlogix, in Richmond, VA 23238 under the Maryland Education Enterprise Consortium (MEEC) Software Agreement 2025-2027 Contract #01144470. Trustee Kahlert seconded.

Motion Status: Unanimously approved.

3. Board policy requires the Board of Trustees to approve the signing of a resolution – Systemic Renovations Project.

To formally request the County Commissioners of Carroll County to approve the plans to complete the construction and equipping of the Systemic Renovations project, and to petition with the Maryland Higher Education Commission for a State grant in the amount of $2,232,000 and to make available the necessary local funds for completion of the project.

Project total = $4,283,000
State share = $2,232,000 (52.1%)
County share = $2,051,000 (47.9%)

The General Assembly of Maryland has enacted various community college construction loan acts that provide State funds to assist the counties in funding the cost for design, construction and equipping of community college buildings and facilities.

Carroll County enacted a Systemic Renovation project which included replacement of inefficient, aged equipment serving the heating and cooling systems for the campus; replacing the aged fire alarm system while maintaining fire alarm service and protection to all buildings; and certain building envelope repairs to the "A Building" to include weather proofing of exterior and installation of a new roof.

Current funding has been completed and paid for the building envelope portion of the project; will fund the estimated costs for the Fire Alarm; and will fund a portion of the estimated costs for the heating and cooling systems. The additional funding request is a result of delays due to critical staffing shortages in the Bureau of Building Construction at Carroll County Government and major industry changes related to chiller designs. Current and upcoming refrigerant phase outs have caused the design team to completely reselect the major cooling equipment on the project resulting in significant cost escalations. This new funding request is expected to complete the heating and cooling systems replacement.

This Resolution requests the Board of County Commissioners to approve the proposed plans for construction and equipping the heating and cooling system upgrade included in the Systemic Renovations project and to file a Petition with the Maryland Higher Education Commission for a State grant in the amount of $2,232,000.

Recommended Motion: Trustee Kahlert moved that the Board of Trustees sign the Resolution for submission to Carroll County Government and the Maryland Higher Education Commission in order that the Systemic Renovations project can move forward for County and State funding participation. Trustee Foster seconded.

Motion status: Unanimously approved.

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

1. The College proposed two new professional appointments to include:

   - Dorsey, Allison, Coordinator, Academic Services and Writing Tutor, Effective 09/15/2025
   - Paterno, Shelley, Science Lab Manager/Chemical Hygiene Officer, Effective 09/15/2025

Recommended Motion: Trustee Bream moved that the Board of Trustees approve the two new professional appointments. Trustee Scheper seconded.

Motion Status: Unanimously approved.

2. The College has five new Support Staff appointments provided to the Board for information.

Trustee Scheper reported:

3. One new temporary appointment was provided to the Board for information.

4. The College informed the Board of one employee separation.

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

VI. Old Business/New Business

A.1. The Board of Trustees Bylaws Policy Manual entitled Dedication/Naming of college facilities states that the Board may name buildings, rooms, outdoor spaces, etc. after individuals or organizations based on specific criteria. Kelly Hill's estate contributed in excess of $1,300,000 and was gifted as unrestricted and will support many high impact initiatives of the College including: Theater enhancements; Pappalardo Honors endowment; Carroll Alumni Scholarships; Student Emergency Assistance; and other unrestricted uses.

Recommended Motion: Trustee Foster moved that the Board of Trustees approve in recognition of the vast impact Kelly Hill's generous bequest has made on the success of the College, the Board of Trustees herby rename the College Theater as the "Kelly W. Hill Theater". Trustee Scheper seconded.

Motion Status: Unanimously approved.

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 September 17, 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 September 17, 2025, Board of Trustees' meeting; Trustee Foster seconded.

Motion status: Unanimously approved.

VIII. Adjournment
Trustee O'Callaghan adjourned the meeting at 7:13 p.m.