

**CARROLL COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES**

**October 8, 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

Jason Breden, SGO Representative

STAFF PRESENT

Gregg Bricca
Rob Brown
Dr. Sharon Brunner
Dr. Kristie Crumley
Patti Davis
Dr. Lisa DeJesus
Britney Harden
Clyde Johnson
Dr. Michelle Kloss
Jean Marriott
Lisa Slappy
Lara Truitt
Lauren Walker
Steve Wantz
Guest: John Morrel, MCA

Board of Trustee Chairperson, David O'Callaghan called the meeting to order at 2:04 p.m. and led the opening exercises.

Hearing no corrections or additions to the agenda of October 8, 2025, Trustee Foster moved for approval of the meeting agenda; Trustee Nevius-Maurer seconded. The October 2025 agenda was unanimously approved.

Trustee Bream moved that the September 17, 2025, minutes be approved; Trustee Frager seconded. The minutes from September 2025 were approved unanimously.

IV.A. President's Report

Dr. Rosalie Mince, President, reported:

1. Dr. Mince invited Dr. Kloss and Dr. Crumley to introduce newly hired employees or those who have recently transitioned into new roles at the College.
2. Dr. Mince invited Ms. Patti Davis, Vice President of Administrative Services to welcome Mr. John Morrel, Principal with Marshall Craft Associates to present the Carroll Community College Facilities Master Plan. Trustee Frager and Trustee Bream expressed their appreciation for the comprehensive presentation. Commissioner Kiler noted that the information was highly informative and requested that it be shared with the remaining Commissioners. Dr. Mince confirmed that this will be a priority at the Annual Outreach Meeting scheduled for November 4.
3. Dr. Mince informed Board members about the various handouts placed at their seats, including the College's travel program information and the document titled *Best Practices and Annual Progress Toward the State's 2025 Completion Goal at Carroll Community College*.
4. Dr. Mince asked Dr. Kelly Koerner, Vice President, Workforce, Business & Community Education (WBCE) to introduce Ms. Jean Marriott, Director, WBCE Research and Strategic Analysis to report on the Workforce, Business & Community Education Enrollment and Revenue Report. This report is based on census data as of the end of the 2025 fiscal year. The report provides revenue, headcount, and full-time-equivalent enrollment of Workforce, Business & Community Education students. Ms. Marriott highlighted that Carroll Community College launched its 2025–2029 Strategic Plan in August, focusing on Enter to Learn, Experience, and Earn. In FY 2025, WBCE recorded 10,540 enrollments, an 8.9% increase from the previous year, across 5,269 students, with 13.4% returning from FY 2024. Additionally, 397 employees

participated in professional development courses (1,646 enrollments), marking the start of the Professional Growth System.

5. Dr. Mince invited Dr. Michelle Kloss, Vice President, Effectiveness, Integrity, and Accountability to introduce Mr. Gregg Bricca, Director of Institutional Effectiveness to report on the 2025 Fall Credit Enrollment Analysis, based on data as of the official census date at the end of the third week of classes. The report provides an analysis of credit enrollment compared to prior Fall terms. In addition, the report provides headcount, full-time-equivalent enrollment, enrollment of recent high school graduates, and the one-year retention rate for students who started at Carroll last fall. Mr. Bricca highlighted key data from the report, noting that Fall 2025 enrollment headcount is down 1.6% from Fall 2024, but up 3.8% from Fall 2023 and 18.6% from Fall 2021, reflecting an overall positive trend. A similar pattern was observed in full-time equivalent (FTE) enrollment, which is down 1.9% from Fall 2024, yet up 3.3% from Fall 2023 and 13.4% from Fall 2021.

Dr. Mince highlighted that the median enrollment per section is 18, which aligns with the College's target. She praised Dr. Crumley and the Division Chairs for their skillful management of course enrollments.

Trustee O'Callaghan inquired about the decline in Dual Enrollment, asking how much of it is attributable to decreasing high school enrollment versus the limit on the number of courses funded by CCPS.

6. Dr. Mince commented on attending and participating in several events, which are listed in the President's Report section of the October agenda. A highlight this month was the Carroll Catalyst: Executive Leadership Summit that Dr. Mince co-hosted with Trustee Greg Kahlert. Mr. Kahlert noted that the summit offered a well-balanced mix of presentations and discussions. Attendees appeared highly engaged, and the group generated valuable recommendations and insights, many of which could benefit the county, local businesses, and the College. Trustee Ben Scheper attended as a participant and shared that he found the discussions impactful, focusing on long-term community challenges and opportunities. His key takeaway was the need for strong vision and thoughtful leadership to support a changing population while preserving Carroll County's foundations. He commended Dr. Mince for positioning the College as a leader in that effort.
7. Dr. Mince invited Ms. Lisa Slappy, Chief Communications and Public Relations Officer, to provide her monthly update to the Board.

Ms. Slappy updated the Board on the various media placements, press releases, interviews, news highlights and social media impressions. Ms. Slappy highlighted the success of the Carroll Catalyst: Executive Leadership Summit, which brought together over twenty regional leaders from business, government, and nonprofit sectors. A key moment of the summit was the announcement of the formal establishment of the President's Advisory Board.

8. 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 the Belonging and Empowerment (BE) Committee convened on September 25th to address recent federal and state mandates affecting college operations, compliance and funding. Trustee Diane Foster welcomed attendees and emphasized the importance of compliance, noting the Board's continued support. Dr. Mince and Dr. Koerner provided updates from recent conferences and training courses, covering legal guidance, executive order reviews, and the importance of ensuring equal opportunity while avoiding identity-based preferences in programs, scholarships, and hiring practices.

Mr. Johnson provided an overview of six key areas, including legal compliance, policy changes, and student support. Meeting highlights included discussions on updated graduation requirements, expanded mental health services, and the need for legal review of specialized programs. The team addressed faculty and staff questions and outlined action items such as updating job postings and monitoring legal developments.

The BE Strategic Plan was shared at the PAC meeting on October 6. The plan was initially presented with 43 priorities in June but was refined over the summer and narrowed to 8 key initiatives to ensure focus and feasibility for the year ahead.

Mr. Johnson concluded his report by expressing gratitude for the Board of Trustees' support. He also highlighted his participation in the Boys & Girls Club Polar Dunk Tank fundraiser on December 2, where he will be paired against Jared "JJ" Jefferson, Boys and Girls Club of Carroll County's Youth of the Year.

9. 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 invited the Board to support the College's Giving Tuesday efforts on Tuesday, December 2. This year's virtual event will focus on supporting students through the campus food locker, with multiple giving levels tied to specific initiatives.

The Foundation Board celebrated the successful conclusion of the Turning Hopes and Dreams into Reality campaign. In addition, Trustee Scheper was honored by being named an honorary Foundation Board member. The Board established a new mission and vision, its first update in several years, and approved a two-year strategic plan focused primarily on continued fundraising efforts.

Mr. Wantz concluded his report with an update on the various initiatives and the significant impact of philanthropy at the college. Planning for the Starry Night Gala is moving along smoothly, and sponsorships have already surpassed \$110,000, well ahead of previous years' pace.

IV.B. Academic Council

Ms. Britney Harden, Academic Council President, reported:

Academic Council met on Friday, October 3, 2025. Six proposals were submitted and approved by the Council.

The next meeting will be held on Friday, November 7, 2025.

IV.C. Senate

The Senate has not met since the last meeting, so there is no report available. The next Senate meeting is scheduled on October 10, 2025, at 2 p.m.

IV.D. Student Government Organization (SGO)

Mr. Jason Breden, SGO Representative reported:

The SGO met with Mr. Steve Wantz, who shared key initiatives and encouraged student involvement in Carroll's Giving Day. They also met with Dr. Lisa DeJesús, Dean of Student Affairs, to provide input on proposed office name changes aimed at improving clarity and communication. Lastly, SGO met with Dr. Kloss and Dr. Sharon Brunner, Dean, Academic Programs and Professional Learning to discuss updates to Carroll's shared governance system, including plans to formally integrate SGO and establish a recognized student voice in institutional decision-making.

Mr. Breden reported that students have been actively engaged in several fall events and key initiatives to enhance the campus experience,

The next SGO meeting will be held on November 4, 2025.

IV.E. Commissioner

The Honorable Kenny Kiler Commissioner Liaison to the Board reported:

Commissioner Kiler shared that on October 4, over 120 veterans, families, and supporters gathered to honor the life and sacrifice of SFC James H. Zumbrun, who was killed in action in Vietnam. The Commissioner also shared that

the Vietnam Traveling Memorial Wall display hosted by Babylon Vault Company at the New Windsor Firemen's Carnival Grounds will open at 6:00 p.m. on October 9th, with Oliver North scheduled as one of the speakers. The display will remain open through Monday, October 13.

The Commissioners are discussing budget priorities and considering how Carroll County's census population impacts school enrollment. 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 Frager reported:

The Planning Advisory Council met on Monday, October 6, 2025.

Several reports were presented. Dr. Kloss summarized the 2025 Performance Accountability Report submitted to MHEC. Mr. Bricca provided a detailed Fall Credit Enrollment Analysis. Dr. Maya Demishkevich and Ms. Tara Barnabei shared the FY25 Marketing Report, and Ms. Slappy presented the FY25 Communications and Public Relations Report.

Mr. Clyde Johnson and Ms. Jean Marriott presented the FY26 Belonging and Empowerment Strategic Plan. Trustee Frager noted that members worked in small groups to review specific initiatives, define success metrics, identify barriers, and begin planning for implementation.

The next meeting will be held on Monday, October 20, 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 September reports are not the audited final statement.

A review of the financial statements for the period ending September 30, 2025, reveals normal and reasonable receipts, disbursements, and encumbrances.

Recommended Motion: Trustee Foster moved that the Board acknowledges receipt of the September 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. Board policy requires the Board of Trustees to approve the acceptance of all grants. Notice of Grant Award, State of Maryland, Consolidated Adult Education and Family Literacy Services Grant FY2026.

Carroll Community College has received a grant to continue administrative oversight of the Adult Education Program in Carroll County for Fiscal Year 2026. The College received the grant from the Maryland Department of Labor, Licensing and Regulation (DLLR). This grant will allow the College to provide educational services to adults who want to increase their basic skills, obtain a high school diploma, improve English language and literacy skills, or engage in family literacy activities. The program assists adults to be successful and productive in the workplace and in their communities and prepares them to enter post-secondary education and training.

Carroll Community College received this grant for the first time in Fiscal Year 2008.

The program is funded by the Maryland State Department of Labor, Licensing and Regulation through federal and state funds totaling \$271,505. Carroll County Government has provided \$204,040 in its FY2026 Operating Budget to support this program.

Recommended Motion: Trustee Nevius-Maurer moved that the Board of Trustees accept the grant from the Maryland Department of Labor, Licensing and Regulation in the amount of \$271,505 for Fiscal Year 2026. Trustee Foster seconded.

Motion status: Unanimously approved.

Trustee Nevius-Maurer reported the following Information Item:

3. The Non-Operating Budget Funds were presented to the Board of Trustees.

Trustee Kahlert reported the following Information Item:

4. 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.
5. The Board of Trustees Policy requires approval of any Property Lease Agreement for the operation of the Community College.

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 grant will fund both the equipment for the labs and scholarships, allowing students to participate in the designated programs free of charge for the next three years.

The College identified a space to lease from Tevis Real Estate, Inc. located at 110 Airport Drive, Westminster, MD 21157. This facility will accommodate programs targeted for the Ratcliffe grant including welding, plumbing, carpentry, high tech automotive/electric vehicle training, and advanced manufacturing.

The proposed lease agreement with Tevis Real Estate, Inc. (Landlord) was presented to the Board of Trustees. The agreement covers 10,000 square feet of space for an initial five-year term, with five successive one-year renewal options at the College's sole discretion, requiring 120 days' advance notice to the landlord. Base rent will start at \$13 per square foot with 3% annual increases. The College will be responsible for all utilities, including gas, electricity, water, and telephone. A security deposit equal to one month's rent is required. Early termination may occur with 180 days' written notice if funding decreases by a combined 10% in state aid and county funds; however, termination cannot occur before the first 36 months from the rent commencement date. Rent will commence on the later of (a) four months after possession or (b) issuance of the Use and Occupancy permit for Trade School operations.

	Monthly Rent	Annual Rent
Lease Year 1	\$10,833	\$129,996
Lease Year 2	\$11,158	\$133,896
Lease Year 3	\$11,493	\$137,916
Lease Year 4	\$11,838	\$142,056
Lease Year 5	\$12,193	\$146,316
TOTAL		\$690,180

Cost-Effective Solution

The proposed lease offers a cost-effective solution for the College's expansion needs:

- The initial base rent of \$13 per square foot is competitive for the local market.
- The 3% annual market increase is an average market escalation, providing predictability and cost control.

Flexibility and Long-Term Planning

The lease structure provides flexibility while supporting long-term planning:

- The initial 5-year term allows for stable occupancy.
- The options to extend for additional years as agreed provide the opportunity for extended occupancy.
- The early termination clause provides adaptability should the College's space requirements or financial circumstances shift, while incorporating a balanced reimbursement framework.

Customized Space

A lease addendum includes provisions for Tevis Real Estate, Inc. (Landlord) to contract with AJ DeLuca Contractors, Inc. for agreed upon renovations based upon the College's educational specification:

- The DeLuca Contract shall have a draw schedule requiring payments for work as described in the draw schedule to be made forty-five (45) days after work is completed and approved.
- The cost of improvements will be paid by Landlord, then the College will pay Landlord within 30 days of College's approval of work performed for each requested draw.

The proposed lease agreement with Tevis Real Estate, Inc. offers a cost-effective, flexible, and customizable solution for Carroll Community College's expansion needs. The terms provide a balance of long-term stability and adaptability to changing circumstances. All expenses associated with the lease, except for renovations, will be covered using operating funds. Renovation costs will be paid by the Foundation.

Recommended Motion: Trustee Kahlert moved the Board of Trustees authorize the College to enter into a lease agreement with Tevis Real Estate, Inc., for an initial 5-year term with five (5) one-year renewal options at the College's discretion, with the initial 5-year commitment not to exceed \$700,000. 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:
 - Scarpati, Sara, Accounts Receivable Coordinator, effective 09/15/2025.
 - Venn, Susanna, Coordinator of Facilities Projects, effective 09/29/2025.

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

Motion Status: Unanimously approved.

Trustee Scheper reported:

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

Trustee Frager reported:

3. Five new temporary appointments were provided to the Board for information.

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 October 8, 2025, Board of Trustees' meeting. Trustee Frager moved to end the October 8, 2025, Board of Trustees' meeting; Trustee Bream seconded.

Motion status: Unanimously approved.

VIII. Adjournment

Trustee O'Callaghan adjourned the meeting at 4:10 p.m.