

**CARROLL COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
MINUTES**

**November 19, 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**

Rob Brown  
Dr. Sharon Brunner  
Dr. Kristie Crumley  
Patti Davis  
Jeremy Green  
Clyde Johnson  
Dr. Michelle Kloss  
Lisa Slappy  
Karen Sorrell  
Lauren Walker  
Steve Wantz

Student: Melissa Nieuwoudt

Guests: Chad Lassen and Katie Orris

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 November 19, 2025, Trustee Bream moved for approval of the meeting agenda; Trustee Foster seconded. The November 2025 agenda was unanimously approved.

Trustee Foster moved that the October 8, 2025, minutes be approved; Trustee Frager seconded. The minutes from October 2025 were approved unanimously.

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

Dr. Rosalie Mince, President, reported:

1. Dr. Mince invited Ms. Patti Davis, Vice President of Administration, to introduce the annual audit presentation.

Ms. Davis thanked Ms. Barbie Lim, Senior Director of Finance, and the Finance team for their diligent work on the audit. Ms. Lim noted challenges with staff transitions and expressed appreciation to the Finance staff and the auditors Ms. Katie Orris and Mr. Chad Lassen from CliftonLarsonAllen, LLP (CLA).

Mr. Lassen thanked everyone involved for their assistance and responsiveness. Mr. Lassen reported the annual financial audit for FY2025 was complete, and CLA issued an unmodified audit opinion indicating the financial statements were fairly stated in all material respects in accordance with accepted accounting principles.

The auditors explained that the federal compliance supplement for the single audit report has not yet been released. The Annual 2025 Financial Audit reports will be submitted to the Maryland Higher Education Commission within the regulatory deadline.

The Board was given the opportunity to ask questions about the annual audit.

2. Special Recognition under the President's Report: Request to award Emeritus status to Mr. Steven (Steve) Wantz, effective January 16, 2026. Mr. Wantz will retire from the College on January 16, 2026, with a distinguished career as Executive Director of Institutional Advancement and College Foundation. His leadership at the Foundation has set a remarkable standard of excellence and dedication that reflects the very spirit of this honor. As evidenced in the letter, Mr. Wantz has shown outstanding performance and exceptional service at the College.

The proposal is to honor Mr. Wantz with the title "Emeritus." The Executive Team of the College have petitioned his nomination for this designation through a signed letter to College President Dr. Rosalie V. Mince, who supports this nomination.

**Recommended Motion:** Trustee O'Callaghan moved that The Board of Trustees to award Emeritus status to Mr. Steven Wantz effective November 19, 2025. Trustee Foster seconded.

**Motion Status:** Unanimously approved.

3. Dr. Mince invited Dr. Koermer to provide a few brief updates. Dr. Koermer shared that the Winter Market will feature seventy-five vendors in the Kahlert Foundation Campus Center on December 13, 2025, offering handcrafted and locally made goods. Dr. Koermer added that the TEDx Westminster event will take place on January 24, 2026, in the Scott Theater at Carroll Community College. The speaker finalists are currently being reviewed and evaluated. Lastly, the Ratcliffe Applied Technology and Trades Center (Ratcliffe Center) renovation project is progressing, with the facility drawings being finalized. Simultaneously, Ms. Davis is diligently preparing the application for the required zoning variance.
4. Dr. Mince introduced Melissa Nieuwoudt, one of the President's Student Interns, to the Board Members. Ms. Nieuwoudt extended greetings to the Trustees, shared her experience as an international student, and facilitated an interactive video activity designed for social media engagement.
5. Dr. Mince commented on attending and participating in several events, which are listed in the President's Report section of the November agenda. A highlight this month was the Baltimore Metropolitan Council, Chesapeake Connect Conference in Savannah, Georgia that Dr. Mince attended with Commissioner Kiler, Ms. Roberta Windham, County Deputy Administrator and Denise Beaver, Director of the Carroll County Department of Economic Development. Dr. Mince also highlighted the well-attended Groundbreaking Ceremony for the Dr. James Ball Athletic Complex on October 21. The ACCT Leadership Congress in New Orleans proved highly valuable, with Dr. Mince and Trustees O'Callaghan, Bream, and Scheper presenting on board relations, success strategies, and plans for continuous improvement. Lastly, Dr. Mince reported on the highly successful Cyber Range ribbon cutting event on November 4.
6. 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 Cyber Range ribbon cutting event on November 4. Ms. Slappy shared a notable story about Dr. Pamula Mills, who was internationally honored with a prestigious Order of Distinction in the Bahamas. The story appeared in the Baltimore Sun and Carroll County Times. Ms. Slappy highlighted that Dr. Jennifer Fritzges, Chair of the Allied Health Department, recently explained in a podcast how the College ensures its nursing program attracts top-tier faculty and provides comprehensive support for students both inside and outside the classroom.

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

Mr. Johnson reported on the number of appointments with students, staff, and faculty in his role as Ombudsperson and noted increased awareness and use of the services.

The Belonging and Empowerment (BE) Committee convened on November 13 and agreed to pause in order to realign and reassess following its initial meeting earlier this year, with an emphasis on the core strategy, prioritizing people, and strengthening support for the entire community.

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

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 updated the Board on the Starry Night Gala taking place on Saturday, December 6, 2025, and he expressed appreciation to Trustee Frager for creating a spectacular Maryland Lottery Scratch-Off tree for the silent auction. Mr. Wantz described several featured live and silent auction items and expressed enthusiasm for a strong bidding exchange.

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 the campus food locker, with multiple giving levels tied to specific initiatives.

Mr. Wantz concluded his report with an update on activities and projects currently underway within the Foundation Office and Foundation Board.

#### IV.B. Academic Council

Mr. Jeremy Green, Academic Council representative, reported:

Academic Council met on Friday, November 7, 2025. Three proposals were submitted and approved by the Council.

The next meeting will be held on Friday, December 5, 2025.

#### IV.C. Senate

Ms. Karen Sorrell, Senate President, reported:

The Senate met on Friday, November 14, 2025.

Dr. Koermer welcomed the Senators on behalf of Dr. Mince.

Senators reviewed and discussed the Freedom of Expression and Public Assembly policy and the Immigration Enforcement Procedures, proposed minor revisions, and voted to advance both documents for approval.

Ms. Sorrell noted that work continues on the new College Senate Charter and Bylaws, with ongoing edits and discussions of revisions. Senators remain aligned with the governance work group and are on track to present these documents to the full College community in the spring.

The next Senate meeting is scheduled on December 12, 2025, at 2 p.m.

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

Ms. Nyomie Greer, SGO President reported:

Ms. Greer reported that the SGO has reviewed and approved multiple budget requests to support various club activities. Additionally, students have demonstrated strong engagement through participation in numerous fall events and club initiatives. Committee meetings have been well attended, and this participation has yielded valuable feedback on campus experiences as well as insights to inform long-term planning. Ms. Greer concluded her report

with a summary of recent student events and expressed enthusiasm for upcoming activities that will close out the semester.

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

#### IV.E. Commissioner

The Honorable Kenny Kiler Commissioner Liaison to the Board reported:

There were numerous events and activities attended by the commissioners over the past month, highlighting several celebrations across Carroll County that honored our veterans. Commissioner Kiler noted his participation in Chesapeake Connect, a Baltimore Metropolitan Council program, and announced his appointment to its Board of Directors.

The Commissioners are currently addressing key priorities, including budget allocations, zoning considerations, and personnel matters pertaining to the county.

#### IV.F. Planning Advisory Council (PAC)

Trustee Bream reported:

The Planning Advisory Council met on Monday, November 3, 2025.

Ms. Davis presented the Proposed FY2027 Operating Budget, which includes a \$2 per credit tuition increase, flat state aid, and a 3% rise in county funding, totaling \$564,290 in projected revenue. The Planning Advisory Council unanimously endorsed the budget, which will go to the Board of Trustees in December for approval in February. Mr. Gregg Bricca, Director of Institutional Effectiveness, led a review of the draft charter and bylaws, addressing membership, representation, and student access to PAC minutes, with a suggestion to publish them in the Carroll Claw. Rob Brown reminded those responsible for strategic plan initiatives to prepare mid-year updates for the December meeting.

The next meeting will be held on Monday, December 1, 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 October reports are not the audited final statement.

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

**Recommended Motion:** Trustee Kahlert moved that the Board acknowledges receipt of the October financial report. Cumulative financial information will be annually audited, and appropriate responses provided by the external auditors during the annual audit process. Trustee Foster seconded.

**Motion Status:** Unanimously approved.

2. Trustee Kahlert provided the Fiscal Year 2027 Proposed Operating Budget Overview as information.
3. The Board of Trustees must review and accept the annual audit. Title 16 of the Education Article, Annotated Code of Maryland and Board of Trustees' Policy require an annual audit of the College's accounts by an independent certified public accountant. The current audit covers the period from July 1, 2024, to June 30, 2025.

**Recommended Motion:** Trustee Kahlert moved that the Board of Trustees accept the annual audit. Trustee Nevius-Maurer seconded.

**Motion Status:** Unanimously approved.

4. Board policy requires the Board of Trustees to approve the acceptance of all grants. Notice of Grant Award, Foundation for the Maryland Commission for Women.

In 2024, the Maryland General Assembly enacted legislation requiring all community colleges to “develop and implement a plan to provide students with access to over-the-counter contraception” by August 1, 2025. In response, Carroll Community College convened an ad hoc committee to evaluate implementation strategies aligned with the legislative mandate. Following a comprehensive review of available options, the College elected to lease a health and wellness vending machine from SimpliChek. The College has received notice of a grant from the Foundation for the Maryland Commission for Women, in partnership with the Aaron Straus and Lillie Straus Foundation and the American Society for Emergency Contraception, to allocate Ten Thousand Dollars (\$10,000) for the purposes of obtaining, maintaining, and stocking one or more vending machines on campus to provide access to over-the-counter birth control products. Specifically, Carroll will apply the grant toward the annual service contract with SimpliChek.

**Recommended Motion:** Trustee Foster moved that the Board of Trustees accept the grant from the Foundation for the Maryland Commission for Women in the amount of \$10,000 for FY2026. Trustee Nevius-Maurer seconded.

**Motion status:** Unanimously approved.

**Trustee Foster reported:**

5. The Board of Trustees is requested to review the College’s proposed Facilities Master Plan.

The State of Maryland requires that each college develop and submit a Facilities Master Plan which supports the college's role and mission. The plan must cover a period of not less than ten years.

The Facilities master plan must comply with the Maryland Higher Education Commission (MHEC) requirement for community college facilities master plans as specified in COMAR Title 13 B, Subtitle 07, Chapter 4, regulation 02.

In collaboration with the College, Marshall Craft Planning + Architecture created a comprehensive ten-year Facilities Master Plan. This plan provides a strategic framework for the systematic implementation of capital improvements designed to advance the College's educational mission and institutional goals.

**Acknowledge Item** – The Board of Trustees take action to approve the Carroll Community College Facilities Master Plan 2026 – 2036 at its next Board meeting.

Trustee Nevius-Maurer reported:

6. The Board of Trustees must approve all College Policies. This item is requested to be put on 30-day notice for review.

In accordance with Maryland House Bill 1222 (2025), also known as the Maryland Values Act, the State Attorney General issued guidance in July 2025 regarding immigration enforcement actions at designated “sensitive locations,” which include public institutions of higher education. In response, the College has established a policy to address immigration enforcement activities at college locations, consistent with the Attorney General’s recommendations.

Key elements of the Attorney General’s guidance include:

- Appointing a senior staff member to serve as the primary contact for handling immigration warrants and enforcement inquiries.
- Defining public and non-public areas on campus to clarify access restrictions for federal immigration agents.
- Upholding confidentiality laws concerning requests for student records or institutional data.

**Acknowledge Item** – The Board of Trustees take action to approve the Carroll Community College Immigration Enforcement Actions Policy at its next Board meeting. In addition, given the evolving nature of federal and state policies related to immigration enforcement, the Board of Trustees take action to authorize the College President to modify this policy without additional Board approval when said changes are made to remain compliant with federal or state mandates.

7. The Board of Trustees must approve all College Policies. This item is requested to be put on 30-day notice for review.

The College’s existing Distribution of Literature – Fundraising – Public Assembly – Solicitation policy has been revised and retitled Freedom of Expression and Public Assembly to affirm its commitment to supporting free speech and peaceful assembly within a learning environment. The updated policy incorporates a new Freedom of Expression section, which confirms the College’s dedication to open dialogue, intellectual inquiry, and the lawful exercise of constitutional rights, while establishing content-neutral guidelines to prevent disruption and safeguard community well-being. Edits were made to the existing Distribution of Literature – Fundraising – Public Assembly – Solicitation policy (now titled Public Assembly) for clarity, alignment with institutional values, and in response to a Risk Management review. This section of the policy includes the identification of designated campus areas for expressive activities and the establishment of clear procedures for external groups seeking authorization to use those spaces.

**Acknowledge Item** – The Board of Trustees take action to approve the Carroll Community College Freedom of Expression and Public Assembly Policy at its next Board meeting.

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 a 2% adjustment to levels 1 through 5 of the Non-Credit Adjunct Faculty Scales.

**Recommended Motion:** Trustee Frager moved that the Board of Trustees approve the new Non-Credit Adjunct Faculty Scales, effective January 1, 2026. Trustee Bream seconded.

**Motion Status:** Unanimously approved.

2. The Board must approve all pay increases. The College proposes the Fiscal Year 2026 salaries be increased equal to 2% of the midpoint of their applicable grade. This applies to all benefit eligible employees in accordance with policy. In addition, the College proposes temporary hourly employees receive a salary increase equal to 2% of the midpoint of their applicable grade in accordance with policy.

Details provided to the Board of Trustees only.

**Recommended Motion:** Trustee Frager moved that the proposed salary increases be approved effective October 25, 2025. Trustee Scheper seconded.

**Motion Status:** Unanimously approved.

3. The College proposed three new professional appointments to include:
  - Cruz-Reyes, Daysha, Manager, Adult Education, effective 10/11/2025
  - Curtis, Melissa, Assistant Professor, Communication Arts, effective 01/05/2026
  - Swaoger, Jennifer, Assistant Professor, Nursing, effective 01/05/2026

**Recommended Motion:** Trustee Scheper moved that the Board of Trustees approve the three new professional appointments. Trustee Frager seconded.

**Motion Status:** Unanimously approved.

Trustee Scheper reported:

4. The College has one Support Staff appointment provided to the Board for information.
5. Seven new temporary appointments were provided to the Board for information.

Trustee Bream reported:

6. The College proposes that temporary hourly employees receive a salary increase equal to 2% of the midpoint of their applicable grade in accordance with policy.
7. The College informed the Board of two employee separation: Robert Useller, effective November 5, 2025, and Lauren Owings, effective October 23, 2025.

#### **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 November 19, 2025, Board of Trustees' meeting. Trustee Foster moved to end the November 19, 2025, Board of Trustees' meeting; Trustee Nevius-Maurer seconded.

**Motion status:** Unanimously approved.

#### **VIII. Adjournment**

Trustee O'Callaghan adjourned the meeting at 7:15 p.m.