

**CARROLL COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES**

**December 17, 2025
Not Approved**

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT (EXCUSED)

Sherri-Le Bream

COMMISSIONER LIAISON ABSENT (EXCUSED)

The Honorable Kenny Kiler

STUDENT GOVERNMENT

Nyomie Greer, SGO President

STAFF PRESENT

Gregg Bricca
Dr. Sharon Brunner
Dr. Kristie Crumley
Patti Davis
Dr. Lisa De Jesús
Britney Harden
Dr. Michelle Kloss
Lisa Slappy
Karen Sorrell
Lauren Walker
Steve Wantz

Students: Melissa Nieuwoudt and
Andrew Main

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 December 17, 2025, Trustee Frager moved for approval of the meeting agenda; Trustee Foster seconded. The December 2025 agenda was unanimously approved.

Trustee Foster moved that the November 19, 2025, minutes be approved; Trustee Frager seconded. The minutes from November 2025 were unanimously approved.

IV.A. President’s Report

Dr. Rosalie Mince, President, reported:

1. Dr. Mince introduced Andrew Main, one of the President’s Student Interns, to the Board of Trustees. Mr. Main extended greetings to the Trustees and described his background as a current full-time Carroll student and former dual-enrolled student.
2. Dr. Mince invited Dr. Michelle Kloss, Vice President, Effectiveness, Integrity, and Accountability, to deliver the 2025 Annual Institutional Effectiveness Measures Report. Dr. Kloss reported that each year in December, the Institutional Effectiveness Measures Report is presented to the Board to provide a snapshot of how Carroll Community College is fulfilling its mission.

The College tracks progress using 35 institutional effectiveness measures. In 2025, 25 of 35 measured indicators were fully or partially met (71%), up from 68% last year. Dr. Kloss reviewed key sections of the report, noting that five measures improved despite missing benchmarks and that Fall-to-Spring Retention increased for both full-time and part-time students.

Trustee Frager shared she was pleased to see so many positive indicators, including strong growth in career counseling usage, an encouraging sign given our mission to educate and prepare students for the workforce. She also highlighted the positive results in belonging and engagement among students, staff, and faculty.

Dr. Kloss expressed her appreciation to the Institutional Effectiveness team, led by Mr. Gregg Bricca, Director of Institutional Effectiveness and acknowledged the contributions of Ms. Jean Marriott, Director, Workforce, Business & Community Education (WBCE) Research and Strategic Analysis in compiling the data for several of the measures.

3. Dr. Mince invited Dr. Kelly Koermer, Vice President, Workforce, Business & Community Education (WBCE) to provide a few brief updates. Dr. Koermer shared that she completed the nine-month Leadership Maryland program, collaborating with 51 participants to examine statewide challenges and potential solutions across government, economic, and nonprofit sectors. The program also expanded her professional network and directly facilitated a new partnership with Vehicles for Change. Through this partnership, the College is now helping students and community members obtain repaired vehicles. Discussions are underway regarding integrating Vehicles for Change programming into the Ratcliffe Applied Technology and Trades Center (Ratcliffe Center) alongside existing College offerings.

Dr. Koermer invited Mr. Steve Berry, Dean, Workforce, Innovation and Community Advancement to provide an update on Winter Market. Mr. Berry shared that Carroll Community College's third annual Winter Market was highly successful, featuring 75 small-business vendors offering handcrafted and locally made goods and drawing more than 800 attendees to the Kahlert Foundation Campus Center on December 13, 2025.

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. Patti Davis, Vice President of Administrative Services is diligently preparing the application for the required zoning variance.

4. Dr. Mince commented on attending and participating in several events, which are listed in the President's Report section of the December agenda. A highlight of the month was the graduation of the College's Physical Therapy Assistant (PTA) cohort. Twenty students completed the program, and 15 were inducted into the Honor Society. Dr. Mince expressed appreciation to the Trustees for attending the ceremony.
5. 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 several recent press releases, including the announcement of Steve Wantz's retirement as Executive Director of Institutional Advancement and College Foundation, along with his designation as Director Emeritus.

6. Dr. Mince announced Mr. Clyde Johnson, Executive Director of College Standards and Accountability, was unable to attend tonight's Board meeting and, as a result, no report would be provided.
7. 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 reported strong results from recent fundraising efforts. Giving Tuesday generated 60 gifts, more than double last year, and over \$5,000, including 11 first-time donors, most of whom were alumni. The Starry Night event was also highly successful, with 89 sponsors and exceptional donor engagement. including \$184,000 in sponsorships, \$139,000 in Give to the Cause contributions, boosted by an anonymous \$50,000 gift. Several new and returning sponsors participated, and students played a valuable role in the event.

Mr. Wantz also shared that the college will soon receive an additional \$410,000 from Kelly Hill's estate to support theater upgrades and scholarships. Closing the report, Mr. Wantz expressed deep gratitude to

leadership and the Board of Trustees, reflecting on nearly 24 years of service, the honor of receiving Emeritus status, and the lasting importance of the College community.

IV.B. Academic Council

Ms. Britney Harden, Academic Council President, reported:

Academic Council met on Friday, December 5, 2025. Fourteen proposals were submitted and approved by the Council.

The next meeting will be held on Friday, January 9, 2026.

IV.C. Senate

Ms. Karen Sorrell, Senate President, reported:

The Senate met on Friday, December 12, 2025.

The Senate began with a budget update from Senior Director of Finance, Ms. Barbie Lim.

Dr. DaVida Anderson, Director, Student Care and Integrity and Ms. Nicole Bollinger, Enterprise Learning Applications Technologist, presented proposed updates to Section 6 of the Code of Integrity. The revisions aim to modernize the section in alignment with Carroll's student-centered and equitable practices, while strengthening clarity around student rights. This item has entered a 30-day comment period, and Dr. Anderson and Ms. Bollinger have provided the College Senate with a feedback survey to gather input on the proposed changes. The Senate intends to vote in January, after which the recommendations will advance to the Board of Trustees. The goal is to implement approved updates as soon as possible to better support students.

The remainder of the meeting focused on finalizing updates to the Senate charter and bylaws.

The next Senate meeting is scheduled on January 9, 2026, at 2 p.m.

IV.D. Student Government Organization (SGO)

Ms. Nyomie Greer, SGO President reported:

The SGO was pleased to contribute tips from the Starry Night coat check to support the Carroll food locker, noting that this initiative was a priority for the group. In the final meetings of the semester, following the completion of exams, SGO approved several club requests, including the Environmental Club's purchase of water-testing kits. The organization also updated its budget review process so that requests must first be evaluated by the Budget Review Committee before coming to SGO. Feedback from the few clubs that have used the new process has been positive, and they anticipate continued use by next year's representatives.

Ms. Greer shared that SGO approved two new clubs, Turning Point USA and the International Youth and Students for Social Equality. Both were endorsed following thoughtful discussion, and Ms. Greer emphasized expectations regarding clear membership definitions, appropriate advisor roles, and transparency related to any external organizational affiliations. Both clubs were receptive and plan to begin meeting in the spring semester.

The students have been focused on reflecting on the semester's successes and identifying improvements for the spring. One area of focus was the coordination of campus events, as the campus event coordinator stepped down to prioritize academics. Two senators have expressed interest in the role, and SGO anticipates confirming a replacement soon.

Lastly, SGO is preparing for spring elections, which are expected to begin in February.

IV.E. Commissioner - No report.

Trustee O'Callaghan indicated that Commissioner Kiler, Carroll County Commissioner Liaison to the Board was unable to attend tonight's meeting.

IV.F. Planning Advisory Council (PAC)

Trustee Bream was absent; therefore, Trustee O'Callaghan shared the PAC report on her behalf.

The Planning Advisory Council met on Monday, December 1, 2025.

Ms. Jean Marriott presented the WBCE enrollment report for 2025.

Ms. Patti Davis summarized the proposed Facilities Master Plan, noting that it is scheduled for Board of Trustees' action this month. Ms. Davis also outlined the process and approximate timeline for constructing a new facility, contingent upon county funding.

Dr. Mince provided an update on the Futures Think Tank, established in August to support future-focused planning aligned with the strategic plan. Initial discussions with community and business leaders occurred in September, and the group's recommendations are expected in June 2026.

Mr. Rob Brown, Senior Director, Institutional Integrity, Compliance, and Accreditation reported on preparations for the upcoming Middle States Commission on Higher Education (MSCHE) evaluation. The Self-Study Design documents are due in January 2026. The Vice President Liaison will visit in spring 2026. The final Self-Study Design is due in May 2026, and the full evaluation is scheduled for spring 2028.

Dr. Kloss provided an update on the proposed PAC charter and bylaws, which are expected to be finalized in the spring. Mr. Gregg Bricca reviewed the mid-year evaluation process for strategic initiative tasks, which must be completed before winter break for Board review at the January Board retreat.

There is no PAC meeting in January. The next meeting is scheduled for Monday, February 2, 2026, at 3:30 p.m. in the Bollinger Family Conference Center (K100).

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

Trustee O'Callaghan introduced Ms. Patti Davis, Vice President of Administration, who presented an initial draft of the proposed FY2027 Operating Budget as an information item to the Board.

1. Ms. Davis reviewed a presentation and answered questions regarding the Proposed FY2027 Operating Budget. The final version of the Budget will be submitted to the Board for vote and approval at the next business meeting on February 18, 2026. After Board approval in February, the proposed budget will be submitted to the County Budget Office.

Trustee Foster reported:

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 November reports are not the audited final statement.

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

Recommended Motion: Trustee Foster moved that the Board acknowledges receipt of the November 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.

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

The College is proposing to upgrade the existing wireless infrastructure that is end-of-life/support per manufacturer's standards. The last system upgrade was in 2018. An upgrade to the current infrastructure is vital to accommodate the capacity and coverage required for additional devices.

The new system increases the capacity of an access point by 50%. It will also add newer technology like the 6GHz Wi-Fi band. This project is included in the Technology Master Plan. Technology funds have been allocated for this request. The system will be purchased using the MEEC Hardware Agreement 2017-2026, contract #UMD-972016.

Recommended Motion: Trustee Foster moved that the Board of Trustees authorize the College to award the purchase of the Aruba Wireless system in an amount not to exceed \$60,000 to Skyline Technology Solutions using the MEEC Hardware Agreement 2017-2026, contract #UMD-972016. Trustee Kahlert seconded.

Motion Status: Unanimously approved.

Trustee Nevius-Maurer reported:

4. The Board of Trustees is requested to approve 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 and 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.

Recommended Motion: Trustee Nevius-Maurer moved that the Board of Trustees approve the Carroll Community College Facilities Master Plan 2026 – 2036. Trustee Foster seconded.

Motion Status: Unanimously approved.

5. The Board of Trustees must approve all College Policies. Approval of the Carroll Community College Immigration Enforcement Actions Policy

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.

Recommended Motion: Trustee Nevius-Maurer moved that the Board of Trustees approve the Carroll Community College Immigration Enforcement Actions Policy. In addition, given the evolving nature of federal and state policies related to immigration enforcement, the Board of Trustees 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. Trustee Kahlert seconded.

Motion status: Unanimously approved.

Trustee Kahlert reported:

6. The Board of Trustees must approve all College Policies. Approval of the Carroll Community College Freedom of Expression and Public Assembly Policy.

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.

Recommended Motion: Trustee Kahlert moved that the Board of Trustees to approve the Carroll Community College Freedom of Expression and Public Assembly Policy. Trustee Nevius-Maurer seconded.

Motion status: Unanimously approved.

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

Gift donation from Taneytown Police Department to Campus Security for FY2026. Motorola XTS5000 radios (8) valued at \$1600.00

Recommended Motion: Trustee Kahlert moved that the Board of Trustees accept the donation of the Motorola radios from the Taneytown Police Department with our sincere gratitude for their commitment to the care and safety of our students. Trustee Nevius-Maurer seconded.

Motion Status: Unanimously approved.

8. Ms. Patti Davis, presented the Information Security Program.

Carroll Community College seeks to minimize its liability and protect the College, including its Board of Trustees, against risks inherent to the College's operations, including financial, operational, legal, and reputational, by having a comprehensive risk management program to identify risk, mitigate exposure, and actively seek prevention.

As applied by the U.S. Department of Education (DOE), the current Gramm-Leach-Bliley Act (GLBA) standards for safeguarding customer information require colleges and universities to appoint an individual to coordinate its Information Security Program; conduct a data security risk assessment that covers employee training and management, covered networks and information systems, and incident response; and implement safeguards to address the risks that are identified in its assessment.

The safeguard rules require an annual update to the Board on the College's cybersecurity posture. The Cyber Security team and the Technology Security Committee have worked to continuously monitor the College's cybersecurity posture to enhance the program, as necessary.

In Fiscal Year 2024, our institution conducted a comprehensive cybersecurity risk assessment utilizing the Federal Financial Institutions Examination Council (FFIEC) Cybersecurity Assessment Tool, which was recommended by both the Department of Education and CliftonLarsonAllen. Recognizing that the FFIEC tool was originally developed for financial institutions, we have proactively decided to transition to the Center for Internet Security (CIS) Critical Security Controls in Fiscal Year 2025, a framework better aligned with current higher education industry standards.

Our FFIEC assessment revealed a consistent risk level, yet our overall security posture has demonstrably strengthened through the continuous implementation of new protective tools and enhanced security layers. Our cybersecurity maturity strategy aims to ensure all assessment components achieve at least a baseline, evolving, or intermediate status. We are pleased to report that we have successfully met this objective, with all assessment factors meeting or exceeding the baseline level.

Moving forward, we remain committed to progressively advancing our cybersecurity capabilities. We will strategically work to elevate components from baseline to evolving or intermediate levels as opportunities and resources permit. Throughout the past assessment period, we have implemented several key improvements, which are highlighted in our comprehensive review.

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

Trustee Frager reported:

1. The College proposed one professional change of status to include Denamarie Ruby, Director, HRIS/Payroll, effective December 6, 2025.

Recommended Motion: Trustee Frager moved that the Board of Trustees approve the professional change of status for Denamarie Ruby, Director, HRIS/Payroll, effective December 6, 2025. Trustee Scheper seconded.

Motion Status: Unanimously approved.

2. The College proposed a stipend to be provided as an interim measure to recognize employees' assumption of additional responsibilities that align with a higher-level role. While formal reclassifications are not feasible at this time due to organizational timing and budget constraints, the stipends ensure equitable compensation for the expanded scope of duties until the next scheduled classification review. This approach supports retention, acknowledges the employees' contributions, and maintains internal pay equity.

Recommended Motion: Trustee Scheper moved that the Board of Trustees approve stipends for Dr. DaVida Anderson, Gregg Bricca and Joseph Tatela effective December 6, 2025. Trustee Frager seconded.

Motion Status: Unanimously approved.

3. The College proposed one new professional appointment to include: Caitlin Christ, Executive Director of Institutional Advancement and College Foundation, effective 01/01/2026.

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

Motion Status: Unanimously approved.

Trustee Scheper reported:

4. The College has one Support Staff appointment provided to the Board for information.
5. Two new temporary appointments were provided to the Board for information.
6. The College informed the Board of five employee separations: Robert Keller, effective 01/05/2026; Lisa Kuhn, effective 01/30/2026; Tammi Ledley, effective 11/21/2025; Dr. Jody Nusholtz, effective 01/05/2026; Steven Wantz, effective 01/16/2026.

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 December 17, 2025, Board of Trustees' meeting. Trustee Foster moved to end the December 17, 2025, Board of Trustees' meeting; Trustee Frager seconded.

Motion status: Unanimously approved.

VIII. Adjournment

Trustee O'Callaghan adjourned the meeting at 7:08 p.m.