

**CARROLL COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES**

**February 18, 2026
Approved**

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT (EXCUSED)

Greg Kahlert

COMMISSIONER LIAISON

The Honorable Kenny Kiler

STUDENT GOVERNMENT

Nyomie Greer, SGO President

STAFF PRESENT

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

Students: Andrew Main

Board of Trustee Chairperson, David O'Callaghan called the meeting to order at 5:50 p.m. and led the opening exercises.

Hearing no corrections or additions to the agenda of February 18, 2026, Trustee Bream moved for approval of the meeting agenda; Trustee Foster seconded. The February 2026 agenda was unanimously approved.

Trustee Foster moved that the December 17, 2025, minutes be approved; Trustee Nevius-Maurer seconded. The minutes from December 2025 were unanimously approved.

IV.A. President's Report

Dr. Rosalie Mince, President, reported:

1. Dr. Mince invited Dr. Kristie Crumley, Vice President, Academic and Student Affairs and Dean of Faculty to provide an update on enrollment. Dr. Crumley reported that Spring enrollment declined by 3.6% in headcount and 6.3% in FTE, driven largely by reduced dual enrollment following Carroll County Public Schools (CCPS) restrictions leading to a significant drop in students taking courses at high schools. In response, the College is coordinating with CCPS by expanding dual enrollment math offerings aiming to provide better opportunities for students interested in STEM and business pathways beginning in Fall 2026. In addition, the College is conducting targeted outreach, offering late start sessions and marketing Allied Health programs for the fall, with application growth already noted. Early College participation remains lower than peer institutions in the state, highlighting the need for greater program flexibility to improve enrollment.
2. Dr. Mince provided a Legislative update to the Board. Thus far, legislative activities in Annapolis are progressing positively. Dr. Mince announced a 3% increase in state aid, which amounts to \$435,000. This increase was not incorporated into the original budget plan, and the College plans to allocate the funds accordingly.
3. Dr. Mince commented on attending and participating in several events, which are listed in the President's Report section of the February agenda. A highlight of the month was the success of Student Advocacy Day, where six students attended and met with senators and representatives. The event provided valuable

advocacy experience for the students. The MACC Trustee Leadership Conference on January 26 was transitioned to a virtual format. An informative overview of federal legislative developments was presented, along with insight into advancing the community college mission and advocating for our students. Dr. Mince also reported on the success of the recent TEDx event, which featured speakers from three different states and Canada. Lastly, Dr. Mince expressed sincere appreciation to the Trustees for their engagement and participation in several events and meetings throughout the past month.

4. 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 recent release of the quarterly Campus Connections newsletter. Ms. Slappy reported that crisis management efforts are underway in collaboration with campus police and community agencies, with an exercise scheduled for April 19 to strengthen interagency coordination. Lastly, planning is underway for the 4th Annual Family Fun Fest on April 25, a free community event highlighting community engagement and the College's many offerings.

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

Mr. Johnson shared the success of his Polar Dunk Tank fundraising efforts, raising nearly \$11,000 for the Boys and Girls Clubs of Carroll County. Mr. Johnson reported that the Belonging and Empowerment (BE) Committee will host an empathy-building social experiment on campus from April 1–14, with a family-focused version planned for the Family Fun Fest. Lastly, Mr. Johnson reported that he is serving as the Middle States Commission on Higher Education (MSCHE) co-chair for Standard II (Ethics and Integrity) and is reviewing prior reports, documentation, and supporting evidence in preparation for drafting the report.

6. Dr. Mince invited Ms. Caitlin Christ, Executive Director of Institutional Advancement & College Foundation, to give the Board an update on the Foundation's activities.

Ms. Christ is in her sixth week at the College and reported progress in building institutional knowledge and noted a strong culture of philanthropy and broad understanding of the impact of fundraising, both internally and within the community. Ms. Christ reiterated the success of the Starry Night event and the significant funds raised. She provided updates on the Foundation's activities, including the success of the annual impact report, the upcoming scholarship application process, and the Foundation Executive Committee meeting to discuss funding for Dual Enrollment and Early College programs. Lastly, the Foundation will be hosting Carroll Giving Days on April 14 and 15.

IV.B. Academic Council

Ms. Britney Harden, Academic Council President, reported:

Academic Council met on Friday, February 6, 2026. Eight proposals were submitted and approved by the Council.

The next meeting will be held on Friday, March 6, 2026.

IV.C. Senate

Ms. Karen Sorrell, Senate President, reported:

The Senate met on Friday, January 9 and February 13, 2026.

The Senate met on January 9 and approved revisions to College policies, including the Student Code of Integrity for academic and behavioral conduct.

The Senate met on February 13 and opened with Dr. Mince providing an update on the budget, legislative matters and clarification of the Ratcliffe Center versus the Trades, Technology, and Training Complex. The primary agenda focused on proposed governance chart updates for the Academic Senate, College Senate, and PAC. Senators will distribute materials to constituency groups, collect feedback, and use the input to identify revisions and ensure alignment across all charters.

The next Senate meeting is scheduled on March 13, 2026, at 2 p.m.

IV.D. Student Government Organization (SGO)

Ms. Nyomie Greer, SGO President reported:

Ms. Greer shared updates on the Student Government Organization's recent activities, including the approval of budget requests for the handball, soccer, and chemistry clubs. She reported that the recent club fair was successful, with strong attendance, and that board applications for next year have been distributed with a February 25 deadline. The SGO is also reviewing and updating its constitution. Lastly, planning is underway for an end-of-year, Las Vegas-themed event.

IV.E. Commissioner

The Honorable Kenny Kiler Commissioner Liaison to the Board reported:

The Commissioner expressed concerns about the decline in enrollment at CCPS and its impact on the college. He discussed the challenges of funding and the need for better alignment between high school and college courses. The Commissioners participated in several state and county events, including Chamber of Commerce meetings and events, as well as their annual Commissioners' reception. The Commissioners will begin a challenging budget cycle in the upcoming weeks. This cycle will encompass a varied array of budget requirements that need attention and resolution.

IV.F. Planning Advisory Council (PAC)

Trustee Bream reported:

The Planning Advisory Council met on Monday, February 2, 2026.

Mr. Rob Brown, Senior Director, Institutional Integrity, Compliance, & Accreditation introduced the new PAC members and outlined the FY2026 mid-year review process for strategic initiative outcomes. Mr. Gregg Bricca, Director of Institutional Effectiveness presented the FY25 Institutional Effectiveness Measures and led discussion on alignment with the strategic plan and key performance indicators. Ms. Patti Davis, Vice President of Administrative Services presented recommended FY2027 budget changes. The Planning Advisory Council unanimously endorsed the proposed budget for submission to the Board of Trustees. Dr. Michelle Kloss, Vice President, Effectiveness, Integrity, and Accountability reported that proposed shared governance revisions will be submitted to the Senate on February 13 for a 30-day review. Lastly, Mr. Bricca reminded members that FY2026 QUIC reports are due April 17.

The next meeting will be held on Monday, March 2, 2026.

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

Trustee Foster reported:

1. The Board must approve the annual budget request pursuant to the Board of Trustees Policy Manual. Annually, the College prepares an operating budget effective July 1 of the upcoming fiscal year. The budget development process seeks to match resources with expenditures required to fulfill the mission of the College.

Trustee Foster informed the Board that Ms. Davis would provide an update on the FY2027 Operating Budget Request.

Ms. Davis reported the changes to the Fiscal Year 2027 Budget Request that was proposed in detail at the December 2025 Board meeting.

Recommended Motion: Trustee Foster moved that the Board of Trustees approve the Fiscal Year 2027 Proposed Operating Budget and authorize the President to transmit it to the Board of Carroll County Commissioners for their review. Trustee Nevius-Maurer seconded.

Motion Status: Unanimously approved.

2. Pursuant to the Board of Trustees Policy, the Board must approve the Tuition and Fee structure of the College prepared in conjunction with the development of the annual operating budget. The Board of Trustees must approve a Tuition and Fee Structure in conjunction with FY2027 budget request, to be effective Summer Session 1.

The recommendations include a \$1 increase for both in-county and out-of-county credit rates. Out-of-state student rates will remain unchanged to ensure compliance with State Law, Title 16 Section 301 (7)(B1). The proposed rate for dually enrolled home school and private school students has also been increased to match the Carroll County Public Schools dual enrollment rate. This dual enrollment rate applies to fall and spring terms.

Additionally, graduation fees will increase by \$20 for regular and \$20 for honors. Certification exam fees will increase by \$24 for Certiport Microsoft MOS and \$20 for Certiport Intuit QuickBooks.

Recommended Motion: Trustee Foster moved that the Board of Trustees approve the revised Tuition and Fee Structure for FY2027 effective Summer Session 1 – 2026. Trustee Nevius-Maurer seconded.

Motion Status: Unanimously approved.

3. Financial monthly reports are provided to the Board of Trustees to keep the Board informed of the ongoing status of the College's financial activities. A review of the financial statements for the periods ending December 31, 2025, and January 31, 2026, reveals normal and reasonable receipts, disbursements, and encumbrances.

Recommended Motion: Trustee Foster moved that the Board acknowledges receipt of the December and January 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.

4. The Board of Trustees Policy Item requires the Board of Trustees to approve the acceptance of all grants.

The Nurse Faculty Annual Recognition (NFAR) award is part of the Nurse Support Program II funded through the Maryland Health Services Cost Review Commission (HSCRC) and administered by the Maryland Higher Education Commission (MHEC).

This grant program recognizes six areas of excellence in education demonstrated by nursing faculty in Maryland nursing programs. This award is for experienced nursing faculty members who are nominated by their dean or director.

The College can access the award for up to five years if the nominee remains employed as a full-time faculty member in good standing in the nursing program.

Allowable uses for the NFAR award include the following:

- To supplement the faculty member's salary;

- To pay for activities for professional development, including conference fees and travel;
- To pay expenses for speaking engagements and professional dues;
- To assist with graduate education expenses, such as loan repayment;
- To pay for licensure and certifications fees in their educator and clinical specialty;
- To conduct research and publish work in peer-reviewed journals; and
- Any expense that meets the reasonable person criteria for any expense to further a nurse faculty's career.

Four nursing faculty members were approved to receive an award of ten thousand dollars (\$10,000) each, totaling \$40,000 in FY2026. Those faculty members are Rebecca Barker, Britney Harden, Christine Schlaerth, and Tammy Schwaab.

Recommended Motion: Trustee Foster moved that the Board of Trustees accept the grant from the Maryland Health Services Cost Review Commission and the Maryland Higher Education Commission, totaling \$40,000 for Fiscal Year 2026. Trustee Nevius-Maurer seconded.

Motion Status: Unanimously approved.

Trustee Foster reported the following Information Item:

5. The Carroll Community College Foundation has received notice of a grant award from the Food Lion Feeds Charitable Foundation in the amount of \$3,700 to help nourish neighbors experiencing hunger. The Nourishing our Neighbors grant supports community feeding partners by helping neighbors increase their access to nutritious food and providing nutrition education to eliminate health risks for those experiencing food insecurity. The grant will enable the Carroll Food Locker to provide a steady supply of fresh produce and dairy to the campus community, strengthening its mission to fight food insecurity and promote health, well-being, and academic success for Carroll Community College students and staff.

Trustee Nevius-Maurer reported the following five Information Items:

6. The Carroll Community College Foundation has received notice of a grant award from the Wawa Foundation in the amount of \$1,500, to enhance the College's Food Locker program. These funds will be used to purchase fresh produce, allowing the Food Locker to broaden its selection of nutritious options and better serve members facing food insecurity. This support directly advances the College's commitment to promoting wellness and ensuring equitable access to healthy food.
7. Single Audit Analysis FY2025 - The College annually participates in two audit processes. The first is the Financial Audit conducted by CliftonLarsonAllen, LLP, which was presented and approved by the Board of Trustees at its November meeting. This Audit focuses on financial reporting, accuracy, internal controls and compliance with Generally Accepted Accounting Principles, as well as fraud prevention. In addition, the College participates in the Single Audit, A-133, which is a comprehensive review of Federal grants and evaluates the processes and internal controls of programs to provide reasonable assurances that the institution maintains compliance within the guidelines set forth by the governmental agencies responsible for these funds.

The College's Single Audit reviews processes and procedures of Title IV programs sponsored by the United States Department of Education (USDE). These programs include College Work Study, Supplemental Education Opportunity Grant, Pell Grant, and Direct Student Loan. Total awards and expenditures related to these grants for Fiscal Year 2025 totaled \$3,550,408.

The Single Audit Findings attached, did not have an impact on the presentation of the College's audited financial statements. There are no questionable costs related to the auditor's findings when assessing the total funding of the Title IV programs.

The Single Audit for fiscal year 2025 testing concluded with the following findings:

Significant Deficiency in Internal Control Over Compliance - Other Matters

Type of Finding: NSLDS Reporting

Condition: During testing of the enrollment reporting, we identified the following errors:

- The change in status was not reported at the program level.
- The program begin date reported to NSLDS does not match the program begin date per the college's records.

Recommendation: The College should evaluate their procedures and policies related to reporting status changes and program begin dates to NSLDS and enhance as deemed necessary to ensure that accurate information is reported to NSLDS.

Action taken in response to finding: We have researched the issue and found that it goes back to the June 2022 purging of the archive file within our student information system in order to get the NSC reports to pull from the system. We no longer purge the archive file, so these issues will only happen on some older records where students return to the college.

Update: The Institutional Effectiveness Department has determined this issue will most likely not be repeated and will monitor records.

Type of Finding: COD Disbursements

Condition: The College did not report certain Pell disbursements within 15 days to COD.

Recommendation: We recommend the College ensure that a process is in place to report within 15 days, including a process to respond and report timely when there are student irregularities.

Action taken in response to finding: We will maintain automated COD reporting through the Student Information System (SIS) and continuously refine processes based on audit results and regulatory changes.

Update: The Financial Aid and Finance departments have maintained automated COD reporting and have adhered to processes to ensure timely reporting.

8. The Non-Operating funds were provided to the Board of Trustees for information only.
9. The Quarterly Report reflects items purchased in excess of \$10,000 not specifically approved by the Board of Trustees.
10. The Carroll Community College Foundation Board of Trustees has approved funding nursing program renovations. The nursing renovation will feature a large classroom accommodating 80 students and a new simulation lab. Under the Gordian cooperative contract, Nichols Contracting, Inc. was selected to provide design services for the Nursing and Simulation Lab at a cost of \$97,035.37. All Foundation purchases must be processed through the College accounting system in accordance with the College's purchasing procedures and comply with Federal and State procurement regulations.
11. The Board of Trustees must approve all College Policies. This item is requested to be put on 30-day notice for review - Student Code of Integrity for Academic and Behavioral Standards.

The Student Code of Integrity for Academic and Behavioral Standards ("Section Six" of the College Regulations and Policies) serves as the College's foundational framework for maintaining a fair, consistent, and effective learning environment. The policy establishes clear standards related to academic honesty,

student conduct, and due process, and the proposed revisions are intended to modernize and strengthen its application. Specifically, the revisions aim to:

- Strengthen protections for student rights, including notice, access to evidence, participation, and appeal
- Formalize Integrity Council membership and quorum requirements
- Standardize the burden of proof to a preponderance of evidence
- Enhance transparency across reporting, hearings, and sanctioning processes

Collectively, these recommended updates reinforce a student-centered, educational, and equitable approach to integrity and accountability, while improving consistency in decision-making, mitigating institutional risk, and clarifying pathways for navigating complex academic and behavioral matters.

The revisions are grounded in nationally recognized best practices and standards, including guidance from the Association for Student Conduct Administration (ASCA), American Association of Collegiate Registrars and Admissions Officers (AACRAO), and the American Psychological Association (APA).

Acknowledge Item – The Board of Trustees take action to approve the modification to the College Policy at its next Board of Trustees meeting.

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

Trustee Bream reported:

1. The College proposed three new professional appointments to include:
 - Fenner, John, Assistant Professor-Cybersecurity, effective 01/05/2026
 - Geary, Cheryl, Assistant Professor-Nursing, effective 02/23/2026
 - Wojtanowski, Monica, Senior Director, Human Resources, effective 01/20/2026

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

Motion Status: Unanimously approved.

2. The College has two new support staff appointments provided to the Board for information.

Trustee Scheper reported:

3. Several new temporary appointments were provided to the Board for information.
4. The College informed the Board of three employee separations:
 - Campitelli, Cheryl, effective 02/27/2026
 - Petry, Tracy, effective 01/23/2026
 - Sherman, Brigid, effective 04/24/2026

VI. Old Business/New Business

- A. Trustee O'Callaghan reminded Trustees that 2025 Financial Disclosure/Ethics Commission Statement is due by April 30th.

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 February 18, 2026, Board of Trustees' meeting. Trustee Bream moved to end the February 18, 2026, Board of Trustees' meeting; Trustee Foster seconded.

Motion status: Unanimously approved.

VIII. Adjournment

Trustee O'Callaghan adjourned the meeting at 7:25 p.m.