

**CARROLL COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
MINUTES**

**March 18, 2026  
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 ABSENT (EXCUSED)

The Honorable Kenny Kiler

STUDENT GOVERNMENT

Nyomie Greer, SGO President

STAFF PRESENT

Steve Berry  
Gregg Bricca  
Rob Brown  
Caitlin Christ  
Dr. Kristie Crumley  
Patti Davis  
Dr. Lisa De Jesús  
Clyde Johnson  
Britney Harden  
Dr. Michelle Kloss  
Lisa Slappy  
Lauren Walker

Students: Andrew Main  
Melissa Nieuwoudt

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 March 18, 2026, Trustee Frager moved for approval of the meeting agenda; Trustee Foster seconded. The March 2026 agenda was unanimously approved.

Trustee Bream moved that the February 18, 2026, minutes be approved; Trustee Nevius-Maurer seconded. The minutes from February 2026 were unanimously approved.

IV.A. President’s Report

Dr. Rosalie Mince, President, reported:

1. Special Recognition under the President’s Report: Request to award Emeritus status to Dr. Jody Nusholtz, effective March 18, 2026. Dr. Jody Nusholtz retired from the College on January 5, 2026, having served the College for 35 years as Professor of English and Communications Arts. As evidenced in the letter, Dr. Nusholtz has shown outstanding performance and exceptional service at the College. The proposal is to honor Dr. Nusholtz with the title “Professor Emerita”.

The proposal is to honor Dr. Nusholtz with the title “Emeritus.” Several professional colleagues at the College have petitioned her 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 award Emeritus status to Dr. Jody Nusholtz, effective March 18, 2026. Trustee Frager seconded.

**Motion Status:** Unanimously approved.

2. Dr. Mince invited Dr. Kelly Koermer, Vice President, Workforce, Business and Community Education (WBCE) to deliver the Workforce, Business & Community Education Enrollment and Revenue Report, Mid-Year Update.

Dr. Koermer presented the highlights of the report that provides revenue, headcount, and full-time-equivalent enrollment of Workforce, Business and Community Education students. Several key accomplishments were highlighted, including WBCE is on track to surpass the targeted revenue goal of 2.14 million. Several factors are contributing to this positive development, including an increase in apprenticeship programs. This positive trend is largely attributable to the gift from the Ratcliffe Foundation. As a result, student entry rates have increased, and students are persisting and completing at higher rates. The Ratcliffe support enables the College to remove financial barriers by covering tuition costs and providing stipends. Lastly, all agreements are in place to launch the pet grooming program, supported by Ratcliffe Works funding, in partnership with a pet salon in Hampstead, Maryland.

3. Dr. Mince invited Dr. Michelle Kloss, Vice President, Effectiveness, Integrity, and Accountability to deliver the Spring 2026 Credit Enrollment Analysis.

Dr. Kloss reported that the Board calendar calls for a Spring Credit Enrollment Report in March, based on data as of the official census date at the end of the third week of classes. Dr. Kloss highlighted several key data points, noting that after several years of enrollment growth, Spring 2026 reflects a modest year-over-year decline while remaining above pre-2024 levels, with headcount down 3.6 percent and FTE down 6.4 percent from Spring 2025. The greater FTE decline was attributed to lower average credit loads, particularly among part-time and dual enrollment students. Fall-to-spring retention remains strong and stable, with first-time student retention exceeding that of other groups and overall retention remaining above 70 percent. Dual enrollment continues to represent a significant share of enrollment despite a year-over-year decrease, with participation still well above pre-2023 levels.

Trustees asked clarifying questions, which were addressed by Dr. Kloss and Mr. Gregg Bricca, Director of Institutional Effectiveness.

4. Dr. Mince provided a brief update on the General Assembly budget hearings, noting strong support from the House and continued support from the Senate, with current funding levels expected to remain unchanged.
5. Dr. Mince commented on attending and participating in several events, which are listed in the President's Report section of the March agenda. Dr. Mince expressed appreciation to several individuals, including Trustee Scheper, for speaking at the Westminster City Board of Zoning Appeals meeting. Dr. Koermer provided testimony, with preparation support from Ms. Patti Davis and her team. Mr. Scheper spoke from the perspective of a local business owner, and Mr. Tony Chiavacci spoke on behalf of the Westminster Town Council; both expressed support for the zoning appeal related to the Ratcliffe Trades and Technology Center on Airport Drive.
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 on March 11, Dr. Mince and Dr. Koermer were interviewed by The Baltimore Sun regarding the College's new President's Advisory Board and related workforce development initiatives. The article is scheduled to appear in the Sun's April special edition, highlighting the College and its partnerships with industry leaders and reaching a broad regional audience. 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 scheduled for Saturday, April 25, with strong early interest and anticipated record attendance.

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

Mr. Johnson provided an update on employee and student support and engagement initiatives. It was noted that the Relaxation Room and Spirituality Space, opened two years ago on the upper level of the library, have experienced increased usage and are being refreshed with updated furnishings and additional resources. Under the leadership of Dr. Kloss, work is underway with a third-party vendor, to develop a centralized reporting and referral landing page to streamline student support follow-up, alongside an internally developed visual decision tool to guide individuals to appropriate campus resources. Lastly, Mr. Johnson shared the SPOTS initiative inspired by New York City artist Felix Morelo, known for interactive chalk circles that encourage reflection and engagement will run April 1–14, with plans to partner with Family Fun Fest to offer a child-friendly version of the program.

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

Ms. Christ reported Foundation activities and fundraising. The Foundation Board is expected to affirm a proposed three-year, \$25,000 annual funding commitment through an MOU with Carroll County Public Schools to expand early college and dual enrollment course offerings, supporting broader and more accessible student pathways. Community engagement efforts were highlighted, including preparations for Family Fun Fest and a strategic decision to waive internal departmental sponsorship fees to encourage broader participation. Planning is underway for Starry Night, scheduled for December 5, 2026, which continues to perform as a strong net-revenue event. Fundraising updates indicated approximately \$1.33 million raised toward a \$2 million goal, with strong cash giving, increased scholarship applications, and continued donor engagement. The Foundation has funded nearly \$700,000 in college initiatives this fiscal year, supporting scholarships, academic programs, and student success, while continuing to strengthen stewardship, governance, and long-term fundraising strategies. Finally, Ms. Christ shared that Carroll Giving Days are slated for April 14th and 15th.

#### IV.B. Academic Council

Ms. Britney Harden, Academic Council President, reported:

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

The next meeting will be held on Friday, April 3, 2026.

#### IV.C. Senate

Ms. Karen Sorrell, Senate President was absent; therefore, Dr. Mince shared the Senate report on her behalf.

The Senate met on Friday, March 13, 2026.

The Senate discussed and voted unanimously to approve the charters for the Academic Senate, College Senate, and Planning Advisory Council (PAC). The charters have moved to collegewide electronic voting, which is open to all benefit-eligible employees. Upon approval, each body will review and finalize its bylaws. In addition, professional and support staff groups will work with the Faculty Council to develop council structures reporting through the College Senate. College Senate also received three proposals related to employee leave, including the elimination of religious leave with a corresponding increase in personal leave, revisions to vacation accrual rates for support staff, and expanded bereavement leave flexibility to include “chosen family.” These proposals are undergoing a 30-day review, with voting anticipated at the April 10 Senate meeting.

The next Senate meeting is scheduled for April 10, 2026, at 2 p.m.

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

Ms. Nyomie Greer, SGO President reported:

Ms. Greer provided updates on recent Student Government Organization activities, including upcoming student events and initiatives. Plans were shared for the end-of-year event in April with a Las Vegas theme, a potential Stress Fest in early May, and ongoing election activities, with the new SGO board to be seated following the close

of elections on April 10. Additional updates included Coffee with SGO events, work to update the SGO constitution, and the annual Student Leadership Reception scheduled for May 14 in K100, with invitations to be sent following spring break.

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 reported:

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

The Council engaged in discussion and group work on proposed benchmarks for the Performance Accountability Report (PAR). Mr. Gregg Bricca provided an overview, noting a shift from compliance to accountability, with new benchmarks to be established for a five-year cycle and assessed statewide. The Planning Advisory Council began initial work on developing benchmarks aligned with state requirements and data trends. A timeline was outlined for refinement and approval, with proposed benchmarks expected to be presented to the Board in June and submitted to the Maryland Higher Education Commission (MHEC) by September. The Council also received updates on the Middle States Commission on Higher Education (MSCHE) accreditation process and the student and employee survey timelines aligned with the strategic plan. Members were reminded about the upcoming FY2026 QUIC submissions due April 17. Members were asked to complete a brief survey regarding the functioning of the Council.

The next meeting is scheduled for Monday, April 6, 2026.

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

Trustee Kahlert reported:

1. Monthly financial reports are provided to the Board of Trustees in order to keep the Board informed of the ongoing status of the College's financial activities. A review of the financial statements for the period ending February 28, 2026, reveals normal and reasonable receipts, disbursements, and encumbrances. The February reports are not the audited final statement.

**Recommended Motion:** Trustee Kahlert moved that the Board acknowledge receipt of the February 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.

Trustee Foster reported:

2. The Board of Trustees must approve all College Policies. Approval of Revisions to the College Policy: 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).

**Recommended Motion:** Trustee Foster moved that the Board of Trustees approve the modification to the Student Code of Integrity for Academic and Behavioral Standards Policy. Trustee Kahlert seconded.

**Motion Status:** Unanimously approved.

3. Trustee Nevius-Maurer presented the Fiscal Year 2027 Proposed Operating Budget Overview as information.

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

1. Trustee Scheper reported that four new temporary appointments were provided to the Board for information.
2. Trustee Frager reported that one employee separation, Christine Herrmann, effective May 4, 2026, was provided to the Board for information.

#### 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 March 18, 2026, 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 March 18, 2026, Board of Trustees’ meeting; Trustee Frager seconded.

**Motion status:** Unanimously approved.

#### VIII. Adjournment

Trustee O’Callaghan adjourned the meeting at 7:00 p.m.