

**CARROLL COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES**

**April 15, 2026
Approved**

BOARD MEMBERS PRESENT

Sherr-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
Bailey Peacock, SGO President-elect

STAFF PRESENT

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

Students: Andrew Main

Board of Trustee Chairperson, David O’Callaghan, called the meeting to order at 6:00 p.m. and led the opening exercises.

Hearing no corrections or additions to the agenda of April 15, 2026, Trustee Foster moved for approval of the meeting agenda; Trustee Bream seconded. The April 2026 agenda was unanimously approved.

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

IV.A. President’s Report

Dr. Rosalie Mince, President, reported:

1. Dr. Mince invited Mr. Clyde Johnson, Executive Director of College Standards and Accountability, to present the Carroll Community College Belonging, Civility and Community Standards Statement for approval to the Board.

The Board of Trustees must review and approve the College’s Belonging, Civility and Community Standards Statement. In compliance with federal regulations, Carroll Community College is submitting a Belonging, Civility, and Community Standards statement to align with updated federal guidelines that emphasize equal access and nondiscrimination and promote an inclusive and respectful campus culture focused on shared community values rather than demographic distinctions.

Recommended Motion: Trustee Bream moved that the Board of Trustees approve the Belonging, Civility, and Community Standards statement. In addition, the Board of Trustees authorizes the College’s President to modify all relevant statements in the future to remain compliant with federal or state mandates without additional Board of Trustee approval. Trustee Kahlert seconded.

Motion Status: Unanimously approved.

2. Dr. Mince presented the Carroll Community College Medal and Distinguished Alumnus Nomination.

Upon the recommendation of the Carroll Community College Alumni Advisory Committee, the College President recommends to the Board of Trustees that Ms. Amanda DeRose be awarded the College Medal and be honored as a Distinguished Alumna at the upcoming Commencement exercises.

Amanda DeRose is an outstanding alumna of Carroll Community College.

Amanda has been providing dedicated service to Carroll Community College since 2013 when she started working at the College part time while earning her master's degree. Amanda has worked her way up from a part-time worker to a full-time employee and now serving as the first Assistant Director in Student Engagement. She has proven her passion and commitment to student success at Carroll Community College. She has had a significant impact during her time here including starting the Frostie's Program in the Food Locker, creating and hosting an annual music festival to support a scholarship in memoriam of a faculty member, building a faculty development program to encourage curricular service-learning, and most recently revamping the Pappalardo Honors Program to name a few.

Amanda is an outstanding professional and works tirelessly to ensure that students at Carroll have an excellent experience. She is a mentor, supervisor, instructor, and all-around great employee and coworker. Amanda enjoys giving back to Carroll by volunteering at events like Family Fun Fest, contributing to the College Foundation, and participating and leading several College committees. Amanda has a passion for making sure students and employees alike feel welcome and she has been instrumental in building belonging on campus for students and employees. Amanda continues to be a cornerstone of the student experience and a trusted colleague.

It would be rewarding to see Amanda receive this distinguished alumni award to recognize her continued support and dedication to Carroll Community College.

Recommended Motion: Trustee Frager moved that recognition of Amanda DeRose's distinguished achievement and service to Carroll Community College and distinguished academic success in her field of study, Amanda DeRose is hereby nominated to the esteemed position of Distinguished Alumna at Carroll Community College. Carroll Community College and its students; and, upon the recommendation of the Carroll Community College Alumni Association, and the College President nominates Amanda DeRose to receive the Carroll Community College Medal and be honored as Distinguished Alumna. This award will be highlighted in 2026 Commencement materials and will be conferred publicly at Carroll's Commencement Exercises on May 27, 2026. Trustee Nevius-Maurer seconded.

Motion Status: Unanimously approved.

3. Dr. Mince provided a Legislative update to the Board. The 2026 Session of the Maryland General Assembly adjourned *sine die* on April 13, 2026. Dr. Mince communicated the Legislative highlights and funding disappointments. The final Budget Reconciliation and Financing Act (BRFA) includes a 3 percent cap on annual growth in the State share of Cade funding for fiscal years 2027 through 2029. In addition, amendments to add a hold harmless provision and remove "through 2029" were pursued but not successful.
4. Dr. Mince reported that she attended and participated in several events, as outlined in the President's Report included in the April agenda. She informed the Board that she attended the Carroll County Sheriff's Police Entry Level Training (PELT) Academy Graduation and Awards Ceremony on Thursday, March 26, and expressed her appreciation to those who attended the successful Congressional Direct Spending (CDS) event on March 31. Lastly, Dr. Mince shared that she recently presented at the American Association of Community Colleges (AACC) Annual Convention, with contributions from Dr. Kristie Crumley, Vice President of Academic Affairs and Dean of Faculty.

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 that the College hosted a ceremonial check presentation on March 31 recognizing an \$850,000 federal investment in the Ratcliffe Applied Technology and Trades Center, with attendance from federal, state, and local officials. In addition, Dr. Mince and Ms. Christ recorded a public service announcement promoting the upcoming Family Fun Fest. Lastly, Ms. Slappy reported that crisis management efforts are underway in collaboration with campus police and community agencies, with an exercise, Operation Clear Signal, scheduled for April 19 to strengthen interagency coordination.

6. 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 and that the Ombudsperson role is being utilized by students, faculty, and staff. 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. Mr. Johnson reported that the SPOTS initiative, inspired by artist Felix Morelo, was well received campus-wide, and noted that a child-friendly version will debut at the Family Fun Fest on April 25. Lastly, Mr. Johnson invited volunteers to contact him to participate in the Summer Workforce Development mock interview activity focused on meal etiquette.

7. 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 summarized the President's Society Breakfast, which was attended by 95 guests and featured a newly piloted, more interactive and student-centered format. As a result of the event, two donor follow-up visits have been confirmed, and ten additional follow-up conversations are in progress. Ms. Christ noted that representatives from Chick-fil-A expressed interest in exploring a countywide scholarship initiative. Carroll Giving Days is currently underway, with \$22,260 raised from 92 donors to date, including faculty and staff, alumni, family members, and members of the Foundation Board and Board of Trustees; seven donors are new to the Foundation. Faculty and staff participation totals 71 donors and \$16,000, and Trustee Emeritus Dave Bollinger's \$1,000 participation challenge was acknowledged as a meaningful inspiration. An update was also provided on the Starry Night Gala scheduled for December 5, 2026. The planning committee has held its initial kickoff meeting, and *New York, New York Dueling Pianos* has been confirmed as entertainment.

Ms. Christ shared that the Planned Giving Advisory Council continues to expand its engagement with financial and legal professionals. The Council's first event, *Beers with Bounds*, is scheduled for May 7 at the Westminster Elks. Planning is underway for a second event focused on entrepreneurship and business ownership, with potential participation from the Small Business Development Center. Ms. Christ reported that in FY27 Institutional Advancement and College Foundation focus will be on strengthening infrastructure to support relationship-based fundraising, with priorities including expanding annual giving and alumni engagement, enhancing donor stewardship, improving data integrity and reporting, and implementing a formalized moves-management program to support major and planned giving.

IV.B. Academic Council

Ms. Britney Harden, Academic Council President, reported:

Academic Council met on Friday, April 3, 2026. Three proposals were submitted and approved by the Council.

The next meeting will be held on Friday, May 1, 2026.

IV.C. Senate

Ms. Karen Sorrell, Senate President, reported:

The Senate met on Friday, April 10, 2026.

The Senate discussed and unanimously approved several updates to employee leave policies. Approved changes include the elimination of religious leave, the addition of one personal day, and revisions to the vacation accrual schedule for full-time, benefit-eligible support staff. The Senate also approved revisions to bereavement leave language in the employee handbook. Full-time, benefit-eligible employees will continue to be eligible for up to five days of paid bereavement leave for the death of a family member, as defined in the handbook. In addition, the handbook allows one day of paid bereavement leave for the death of a close relative; the previously listed definition of “close relative” was removed for the one-day allowance only, while the definition of family for the five-day allowance remains unchanged.

The College Senate continues to review and revise its bylaws in preparation for anticipated changes to the College’s shared governance structure. Senators will continue this work while preparing for the formation of professional and support staff councils and the transition of new Senators as terms conclude. The Senate will also welcome a new Chair and Chair-elect, and several leadership and structural transitions across shared governance bodies are anticipated in the coming months.

The next Senate meeting is scheduled for May 12, 2026, at 2 p.m.

IV.D. Student Government Organization (SGO)

Ms. Nyomie Greer, SGO President reported:

The SGO reviewed a request from the Pride Alliance to host a film screening on April 28 and recommended that advance notice be provided to campus audiences regarding the film’s content. They approved a funding request for the Nursing Student Association t-shirts. The Stress Fest is rescheduled on May 4 to coincide with final exams and will be held in collaboration with the Student Care and Integrity Office. The Board also approved the formation of a Start-Up club to support students interested in entrepreneurship.

Ms. Greer reported that planning is underway for the End-of-Year event, scheduled for April 29 in the Babylon Great Hall in the Kahlert Foundation Campus Center. Election results were shared, with 147 votes cast and nine of ten positions filled; Bailey Peacock was elected President. Ms. Greer noted next steps will include onboarding the new board, continuing promotion of end-of-year activities, providing student input on the County Master Plan, and hosting a Leadership Reception on May 14.

IV.E. Commissioner - No report.

The Honorable Kenny Kiler Commissioner Liaison reported:

The Commissioner noted that progress is underway on the Dr. James Ball Athletic Complex artificial turf field project and that he hoped that his assistance was helpful in advancing the grading permit. He also noted that the Congressional Direct Spending (CDS) check signing event was impressive and well attended by state and local officials. In addition, Commissioner Kiler reported that the Maryland General Assembly concluded its legislative session with *sine die* on Monday, April 13 and that the County Commissioners spent time in Annapolis participating in Maryland Association of Counties (MACo) activities.

Commissioner Kiler shared that Mr. Ted Zaleski, Budget Director, will present the Fiscal Year 2027 Budget Overview to the Carroll County Board of Commissioners on April 21, 2026. Beginning, April 22, Mr. Zaleski will host five community meetings at library branches to review and explain the budget. The final budget work sessions to adjust the proposed budget based on public input are tentatively scheduled for Tuesday, May 12, and Tuesday, May 19. The adoption of the FY27 budget is planned for Thursday, May 21, 2026.

Ms. Patti Davis, Vice President of Administrative Services responded to Commissioner Kiler’s inquiry regarding state funding associated with the College’s proposed Trades, Technology, and Training Complex.

IV.F. Planning Advisory Council (PAC)

Trustee Bream reported:

The Planning Advisory Council met on Monday, April 6, 2026.

Mr. Gregg Bricca, Director of Institutional Effectiveness, presented the Spring Enrollment Report. PAC members worked in pairs to review the Performance Accountability Report (PAR) and engage in a benchmarking activity, with supplementary documents for comparison. Mr. Joe Bradley, Chief Information Officer, presented the Annual Technology Report. PAC members were reminded of upcoming deadlines, including FY2026 QUICs due April 17, end-of-year FY2026 Strategic Initiative Task Reports due April 24, and feedback on the draft PAC bylaws due April 24 via a designated feedback form.

The next meeting is scheduled for Monday, May 4, 2026.

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

Trustee Foster 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 March 31, 2026, reveals normal and reasonable receipts, disbursements, and encumbrances. The February reports are not the audited final statement.

Recommended Motion: Trustee Foster moved that the Board acknowledge receipt of the March 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 of Trustees Policy requires approval of all Purchase Requisitions for a vendor with an annual spend over \$50,000 — Strata Information Group (SIG)

The College is transitioning to Ellucian Colleague SaaS. As part of this transition, SIG has assisted the College to-date with general consulting service hours which includes Data Cleanup, Flat-File Reporting Extracts, and third-party Integrations into our new SaaS Environments. There is continual need to have these augmented services in place for successful implementation and to support existing IT staff in completing the necessary requirements to preserve continual operations as we move forward.

The College is proposing the purchase of 100 hours of general consulting service hours at a rate of \$185 per hour, for a total cost of \$18,500. This cost is in addition to previous SIG expenses outlined below.

- General Consulting Services: \$34,000, with the additional general consulting service hours, the combined investment exceeds \$50,000 and therefore requires Board approval.

Recommended Motion: Trustee Foster moved that the Board of Trustees authorize the College to purchase the additional \$18,500 of general consulting service hours from SIG. SIG is on the Maryland Education Enterprise Consortium (MEEC) IT Professional Consulting Services Contract (Contract/RFP # 91100). Operating funds will be used to secure the services. Trustee Nevius-Maurer seconded.

Motion Status: Unanimously approved.

3. Board of Trustees Policy requires approval of all Purchase Requisitions for a vendor with an annual spend over \$50,000 — Entrinsik, Inc.

The College is transitioning to Entrinsik Informer as its new reporting tool as part of the Colleague SaaS ERP migration. This concurrent effort presents challenges related to learning a new reporting platform while migrating the existing data warehouse reporting environment and stabilizing the SaaS system. To support this effort, Entrinsik’s managed services hour blocks provide targeted, expert assistance to optimize use of the tool and support successful implementation. The managed services hours are designed to strengthen data analytics capabilities by enhancing operational efficiency and decision-making.

The College is proposing the purchase of 100 hours of managed services at a rate of \$200 per hour, for a total cost of \$20,000. This cost is in addition to previous Entrinsik expenses outlined below.

- Two days of on-site training: \$7,000
- Informer Enterprise license: \$30,000
- Informer Gold Service (2/1/2026 – 1/31/2027): \$8,100 PO4261732 – align service to end of FY27
- Informer Enterprise license (2/1/2027 – 6/30/2027): \$12,500

With the additional managed services hours, the combined investment exceeds \$50,000 and therefore requires Board approval.

Recommended Motion: Trustee Foster moved that the Board of Trustees authorize the College to purchase the additional \$20,000 block of managed services from Entrinsik, Inc. Entrinsik qualifies as a sole source vendor, as documented in the justification. Operating funds will be used to secure the services. Trustee Kahlert seconded.

Motion Status: Unanimously approved.

4. Board policy requires the Board of Trustees to approve the acceptance of all grants. - Maryland Small Business Development Center (MD SBDC) - TEDCO - (TA) - SSBCI SBOP BRIDGE Grant Award to the SBDC for the Northern Region, Carroll Community College.

The Maryland Small Business Development Center (MD SBDC) Northern Region, hosted by Carroll Community College, has been sub-awarded \$112,000 to support credit readiness programming under the State Small Business Credit Initiative (SSBCI) Small Business Opportunity Program (SBOP) BRIDGE initiative.

The purpose of this funding is to expand localized capacity to assist small businesses and entrepreneurs in improving their readiness to access capital, with a particular emphasis on credit readiness as a foundational component of both debt and equity financing. This work directly supports the State’s broader economic development strategy by strengthening lender readiness and improving access to capital for underserved and early-stage businesses. Grant funds will support personnel time dedicated to program delivery, including 7.5 hours per week of salary and associated fringe expenses for an existing Business Consultant and 7.5 hours per week of salary and associated fringe expenses for the Northern Region SBDC Director. The program framework has been developed by the University of Maryland LEAD Center and will be implemented locally by the Northern Region SBDC team in alignment with statewide performance expectations, reporting requirements, and quality assurance standards. Under this award, the Northern Region SBDC will provide services to both new and existing SBDC clients through Quadrant 2: Credit Repair and Credit Building. This quadrant is led by the Credit to Capital Program within the SBDC and focuses on helping entrepreneurs improve both personal and business credit profiles to increase eligibility for loans, grants, and other funding opportunities.

Recommended Motion: Trustee Kahlert moved that the Board of Trustees accept the grant from the University of Maryland in the amount of \$112,000 spanning April 1, 2026, to February 20, 2028. Trustee Nevius-Maurer seconded.

Motion Status: Unanimously approved.

5. Board policy requires the Board of Trustees to approve the acceptance of all grants including the Small Business Development Center (SBDC) grant subaward from the University of Maryland for cost

reimbursement to operate the Small Business Development Center (SBDC) for the Northern Region as part of the Maryland SBDC Network.

The University of Maryland, College Park, as the lead institution for the Maryland Small Business Development Center Network, has issued Subaward No. CON-00002339-Q2272601 to Carroll Community College for continued participation in the statewide SBDC program. The subaward supports small business counseling, training, outreach, and economic development services in the Northern Region. The amount of the award is not to exceed \$54,451 and the period of performance is January 1, 2026, to June 30, 2026. Acceptance of this subaward enables Carroll Community College to continue serving as the host for the SBDC for the Northern Region, providing no-cost business counseling, training, and technical assistance to entrepreneurs and small businesses in Carroll, Cecil, Frederick and Harford counties.

Recommended Motion: Trustee Kahlert moved that the Board of Trustees accept the grant subaward No. CON-00002339-Q2272601 from the University of Maryland in the amount of up to \$54,451 for the period January 1, 2026, through June 30, 2026. Trustee Nevius-Maurer seconded.

Motion Status: Unanimously approved.

Trustee Kahlert reported:

6. The Non-Operating Budget Funds monthly report was presented to the Board as an information item.

Trustee Nevius-Maurer reported:

7. The College provided a Quarterly Report reflecting items purchased in excess of \$10,000 not specifically approved by the Board of Trustees.
8. The Board must approve all Modifications to the College's Shared Governance System. - Shared Governance at Carroll Community College.

In November 2024, a cross-functional workgroup convened to conduct a comprehensive review of the College's shared governance system. The review was initiated in response to several factors: the College's governance framework had remained largely unchanged since the institution's founding; the 2021 Middle States Reaccreditation Visiting Team recommended reassessing the role of the Planning Advisory Council within the College's broader governance structure; and there was a recognized need to ensure that Carroll's shared governance system reflected current best practices in higher education.

Over a fourteen-month period, the workgroup met to conduct an in-depth examination of governance models and guiding principles. As a result of this work, the group developed a revised shared governance structure comprised of four primary entities: the Academic Senate, the College Senate, the Planning Advisory Council, and the Student Government Organization. The proposed structure also establishes a consistent reporting framework through which employee councils: the Faculty Council, Professional Staff Council, and Support Staff Council, report to the College Senate.

The workgroup drafted a Shared Governance Overview and worked with the Academic Council, Senate, and Planning Advisory Council to develop new, consistently formatted charters. If the Board of Trustees approves the proposed modifications to the shared governance structure, each of these entities will adopt standardized bylaws to guide their operational processes.

In accordance with the amendment process outlined in the current *Charter for the Governance System of Carroll Community College*, the proposed new shared governance structure and accompanying documents were reviewed and unanimously approved by the Senate at its March 13, 2026, meeting. The amendments then moved to an electronic vote of all benefit-eligible College employees. The vote took place March 16-20, 2026. One hundred and twenty-two employees participated, with 119 (97.5%) approving.

This Board Notice Item includes the documentation for the proposed new shared governance structure, as well as the charter for the current governance system. The latter is provided for comparison purposes only.

This is a notice item, recommended for action at the next Board meeting.

9. Board of Trustees Policy requires approval of all Purchase Requisitions for a vendor with an annual spend over \$50,000. - Dell desktop computers, monitors, and laptops.

As part of the technology upgrade process, the College is proposing the purchase of computers, monitors, and employee laptops. Lab computers and monitors will be upgraded in K204, K217, K218, K221, K223, C170, C174, & L288. Employee computers and monitors will be replaced in various offices. The College plans to maintain 340 employee laptops with a 4-year replacement cycle. The laptops being replaced will move into the student loaner pool to replace laptops that are no longer meeting the needs of our students.

TAG endorsed this recommendation. Technology funds will be used for this request. The items will be purchased from the existing Maryland Education Enterprise Consortium (MEEC) IT Hardware Agreement.

Recommended Motion: Trustee Nevius-Maurer moved that the Board of Trustees authorize the College to award the purchase of Dell desktop computers, monitors, and laptops in an amount not to exceed \$380,000 to Dell Advanced Systems Group, Round Rock, Texas, Maryland Education Enterprise Consortium (MEEC) Hardware Agreement 2017-2026 Contract #UMD-972016. Trustee Foster seconded.

Motion Status: Unanimously approved.

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

Trustee Frager reported:

1. The College has one new support staff appointment provided to the Board for information.
2. The College informed the Board of two employee separations, Scott Ciccarelli, effective April 1, 2026, and William Warburton, effective May 8, 2026.

VI. Old Business/New Business

- A. Nomination for the Association of Community College Trustees (ACCT) William H. Meardy Faculty Member Award of Ms. Carole Williamson, Professor of Education, Carroll Community College. Nominees for the ACCT William H. Meardy Faculty Member Award must be supported by the Board of Trustees and signed by one of its members.

Recommended Motion: Trustee Bream moved that the Board approve to nominate Ms. Carole Williamson, Professor of Education, for the 2026 ACCT William H. Meardy Faculty Award. Trustee Foster seconded.

Motion status: Unanimously approved.

- B. Trustee O'Callaghan appointed Trustees Bream and Nevius-Maurer to serve on the Board Nominating Committee for the 2026-2027 slate of Officers and asked them to provide their report at the May Board Meeting.

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 April 15, 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 April 15, 2026, Board of Trustees' meeting; Trustee Foster seconded.

Motion status: Unanimously approved.

VIII. Adjournment

Trustee O'Callaghan adjourned the meeting at 7:06 p.m.