CARROLL COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES

May 20, 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
The Honorable Kenny Kiler

STUDENT GOVERNMENT
Nyomie Greer, SGO President
Bailey Peacock, SGO President-elect

STAFF PRESENT
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
Lara Wood

Board of Trustee Chairperson, David O'Callaghan, called the meeting to order at 5:49 p.m. and led the opening exercises.

Hearing no corrections or additions to the agenda of May 20, 2026, Trustee Bream moved for approval of the meeting agenda; Trustee Foster seconded. The May 2026 agenda was unanimously approved.

Trustee Foster moved that the April 15, 2026, minutes be approved; Trustee Frager seconded. The minutes from April 2026 were unanimously approved.

IV.A. President's Report
Dr. Rosalie Mince, President, reported:

1. Dr. Mince's legislative update to the Board included reports from Dr. Kristie Crumley, Vice President of Academic and Student Affairs and Dr. Kelly Koermer, Vice President, Workforce, Business & Community Education (WBCE) on the status of Workforce Pell initiatives and related statewide grant efforts. The update included the status of Workforce Pell, noting recent developments at the federal level, as well as a statewide grant initiative designed to maximize participation in and benefit from Workforce Pell programming. The proposed Workforce Pell program would expand Pell Grant eligibility to short-term, high-skill, in-demand workforce training programs meeting federal criteria, including program length, instructional hours, and alignment to stackable credentials or degree pathways. The College is evaluating eligible workforce programs and developing pathways through the Technical and Professional Studies degree to articulate workforce credentials into credit-bearing programs, with initial focus on programs such as Commercial Driver's License (CDL) and Phlebotomy. The Board was informed that Carroll is participating with other Maryland community colleges in the federal Strengthening Community Colleges Grant to support implementation, including data reporting, program alignment, and student support resources. An update was also provided on draft state regulations, noting that feedback has been submitted through the Maryland Association of Community Colleges (MACC) to address additional eligibility restrictions, with final regulations pending.

2. Dr. Mince reported that she attended and participated in several events, as outlined in the President's Report included in the May agenda. Dr. Mince noted the College's receipt of a National Alliance on Mental Illness (NAMI) Metropolitan Baltimore award recognizing campus-wide engagement in supporting student mental health initiatives. The report also highlighted student achievement ceremonies, external recognitions, and the graduation of Electrical Apprenticeship students. Lastly, Dr. Mince shared updates on several community engagement activities, veteran recognition efforts, and continued collaboration with McDaniel College to support the regional nursing workforce pipeline.

3. Dr. Mince invited Ms. Lisa Slappy, Chief Communications and Public Relations Officer, to provide her monthly update to the Board.

   The Board received the Communications and Public Relations Report, which highlighted recent media coverage, publications, and outreach activities. The College was featured in several news outlets, including the Carroll County Times and Baltimore Sun, as well as the Frederick News-Post for coverage of the Family Fun Fest. Additional media recognition included an article in The Daily Record on the Cyber and AI Clinic and coverage of the Symphony of Heroes music event on the Carroll News online platform. Television coverage included a WJZ-TV Campus Connections live segment featuring Dr. Mince, as well as a WMAR-TV story recognizing Carroll Community College's support of student veterans through the SALUTE induction program.

   The College also issued press releases announcing Ms. Cassandra Casey's, Coordinator of Personal Enrichment and Youth Program, confirmation for a second term as Chair of the Maryland Youth Camp Safety Council. In addition, podcast engagement included appearances by Steve Berry, Dean, Workforce, Innovation and Community Advancement and Charles Hayden, HVAC Instructor on *The Trades Podcast*, as well as Dr. Mince on *The EdUp Experience Podcast*. Additional communications and public relations efforts included the completion of the Crisis Communications Tabletop Exercise, Operation Clear Signal; publication of Campus Connections; and hosting a campus visit and tour for a representative of the American Association for Community Colleges (AACC).

4. 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 the College's partnership with the Carroll Citizens for Racial Equity (CCRE), including the recent annual conference, that featured keynote speaker Dr. DaVida Anderson, Director, Student Care and Integrity, who explored the complexities of the American Dream, including issues of social responsibility and inclusion. Additional sessions addressed immigration law, access to critical services, and navigating language and cultural barriers. The event was well attended, with more than 100 participants. Mr. Johnson also shared that the Boys and Girls Club annual awards program hosted by the College recognized seven graduating seniors, several of whom plan to enroll in the College's credit and workforce programs. Scholarships totaling $35,000 were awarded. It was noted that this was the final year the event will be held in the College's theater due to program growth.

5. 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 conveyed Family Fun Fest was well attended and generated strong engagement, with sponsors prominently represented. An adjusted sponsorship approach allowed internal departments to participate, contributing to increased visibility and activity, particularly at the Kids at Carroll table.

   Ms. Christ shared that Carroll Giving Days, held April 14–15, generated 103 gifts totaling just over $25,000. The Board of Trustees was recognized for its participation and leadership. New engagement strategies were piloted, including student club involvement and alignment with the faculty and staff giving campaign. The faculty and staff campaign has been successful, with 41% participation to date and approximately $30,000 raised. Strong internal participation reflects institutional commitment and strengthens credibility with external funders.

The Planned Giving Advisory Council continues to advance, hosting its first networking event with regional financial and legal professionals. Additional programming is planned, including a June 17 event focused on entrepreneurship and business development.

Ms. Christ reported scholarship applications increased 36%, with 361 applications received. The Foundation awarded $243,000 to 160 students in the first cycle. Expanded outreach and campus-wide engagement contributed to this growth, with increased volunteer participation in the review process.

The Foundation Board will consider allocation of $1.5 million from the Kelly Hill Estate across several priority initiatives, as well as approval of an unrestricted bequest policy. A separate $120,000 unrestricted bequest is supporting the recording studio project. Lastly, Ms. Christ reported that the Foundation remains in a strong financial position, fundraising performance stands at $1.5 million toward a $2 million goal, with donor retention at 81%, exceeding industry benchmarks.

Trustee O'Callaghan shared that *Carroll Magazine* recognized Carroll Community College as a "Best of" Educational Institution. Mr. O'Callaghan expressed sincere congratulations on the achievement.

IV.B. Academic Council
Ms. Britney Harden, Academic Council President, reported:

Academic Council met on Friday, May 1, 2026. Nine proposals were submitted and approved by the Council.

The voting members also discussed the proposed Academic Senate bylaws, clarifying member selection, term lengths, and references to the Senate Chair. They also reviewed responsibilities and confirmed the intent to maintain existing workflows if approved. Final approval of the bylaws is anticipated at the next Academic Council meeting, pending Board of Trustees action. Members were advised that leadership candidates should be current Academic Council members and must be full-time faculty or staff. Departments were encouraged to plan for fall 2026 representation and coordinate nominations through department directors to ensure equitable participation.

The next meeting will be held on Friday, June 5, 2026.

IV.C. Senate
Ms. Lara Wood, Senate Representative, reported:

The Senate met on Friday, May 8, 2026.

The Senators completed a second review of the bylaws. The revised bylaws are currently on a 30-day review period, with a vote scheduled for the June 12 meeting. The Senate will also recognize outgoing members and welcome incoming senators at that time.

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

IV.D. Student Government Organization (SGO)
Ms. Nyomie Greer, SGO President reported:

Ms. Greer introduced SGO President-elect Bailey Peacock, who reported that the incoming SGO Board has begun meeting and is preparing initiatives for the upcoming year. Board members assisted with event closeout activities to build teamwork and are looking forward to participating in Commencement on Wednesday, May 27. An SGO summer retreat is scheduled for August 3-7, with planning underway to support onboarding and goal setting.

Ms. Greer shared that the SGO engaged with the Carroll County Department of Planning and Land Management to provide student input on the County's 10-year master plan through a collaborative planning exercise. Recent student engagement activities, including a stress relief initiative and campus programming, were well attended, with strong participation noted during evening hours. The SGO received feedback that indicated the need to expand outreach to evening students. The outgoing leadership reflected on a successful year marked by strong programming and student engagement.

The Board of Trustees expressed appreciation to Ms. Greer and the SGO Board for their efforts in supporting Carroll students.

IV.E. Commissioner
The Honorable Kenny Kiler Commissioner Liaison reported:

The Commissioners are scheduled to vote on the FY27 budget, Thursday, May 21, 2026, which is expected to proceed without issue. Discussion will also continue regarding ongoing priorities across county districts.

Commissioner Kiler noted continued progress on the Dr. James Ball Athletic Complex artificial turf field project. The Commissioner expressed interest in exploring opportunities to engage county staff in visiting and observing key phases of construction to increase awareness of the project’s scope and progress. Project completion is anticipated by August 15, aligning with the start of the College’s fall soccer season.

Trustee O’Callaghan expressed appreciation to Commissioner Kiler for all of his support this year.

IV.F. Planning Advisory Council (PAC)
Trustee Kahlert reported:

The Planning Advisory Council met on Monday, May 4, 2026.

The committee reviewed the PAC bylaws, which are nearing completion and are expected to be finalized next month. Members also provided feedback on the 2026 Strategic Initiatives, including identification of key accomplishments and areas for further consideration.

Participants reviewed Quality Improvement Cycles (QUICs), which summarize assessment activities across divisions. The discussion focused on student access to state funding within Student Affairs and Financial Aid, including identified barriers and proposed actions. Approximately 30 QUICs were completed this year, contributing to the College’s evidence inventory for the Middle States self-study.

The committee also reviewed components of the 2026–2030 Performance Accountability Report (PAR), with discussion centered on enrollment trends and projections. Members divided into groups and engaged in a productive discussion of current data and the future outlook, generating meaningful feedback to inform ongoing planning and assessment efforts.

The next meeting is scheduled for Monday, June 1, 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 April 30, 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 April 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.

2. The Board of Trustees must approve the Auxiliary Enterprises spending plans pursuant to the Board of Trustees Policy. The College operates a Bookstore, Cafeteria and Child Development Center for the benefit of students, faculty, and staff. Each operation is designed to be financially self-sufficient. Athletics is also included under the umbrella of an auxiliary enterprise operation.

<u>Recommended Motion:</u> Trustee Foster moved that the Board approve the FY2027 Auxiliary Enterprises Budget. Trustee Nevius-Maurer seconded.

<u>Motion Status</u>: Unanimously approved.

3. Approval of Student Government Budget. The Board must review and approve the Student Government Budget. The President must approve the Student Government Budget and submit the Budget to the Board of Trustees. The Vice President of Administration is responsible for proper financial records of all the Student Government funds. The College's controls and procedures are used to administer expenditures out of this budget.

<u>Recommended Motion</u>: Trustee Foster moved that the Board approve the FY2027 Student Government Budget for Carroll Community College. Trustee Nevius-Maurer seconded.

<u>Motion Status</u>: Unanimously approved.

<u>Trustee Kahlert reported:</u>

4. Board Policy requires the Board of Trustees to approve the acceptance of all grants. The University of Maryland has issued a continuation of funding for the service delivery of the Veterans Business Outreach Center (VBOC) for 2026 – 2027. The total amount of this agreement is $3,541.66 per month and is based upon a rate of $52 per hour. This compensation is inclusive of all expenses the Contractor may incur in the delivery of services as agreed upon by the Contractor and the University. This program provides training and consulting services to Veterans transitioning into civilian life. Service delivery for the continued contract is May 1, 2026 – September 30, 2026.

<u>Recommended Motion</u>: Trustee Kahlert moved that the Board of Trustees accept the continuation of the grant award from the University of Maryland in the amount not to exceed $17,708. Trustee Foster seconded.

<u>Motion Status</u>: Unanimously approved.

<u>Trustee Nevius-Maurer reported:</u>

5. The Board must approve all modifications to the College's Shared Governance System – Shared Governance at Carroll Community.

   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.

   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, as well as other Senators and Academic Council members. The vote took place March 16-20, 2026. One hundred and twenty-two employees participated, with 119 (97.5%) approving.

Recommended Motion: Trustee Nevius-Maurer moved that the Board of Trustees approve the modifications to the College's Shared Governance System. Trustee Kahlert seconded.

Motion Status: Unanimously approved.

Trustee Kahlert reported:

6. The Board of Trustees Calendar and Topics for 2026-2027 was presented for approval.

Recommended Motion: Trustee Kahlert moved that the Board of Trustees approve the Calendar and Topics for 2026-2027. Trustee Nevius-Maurer seconded.

Motion Status: Unanimously approved.

Trustee Nevius-Maurer reported:

7. The Board must approve all Modifications to the College Leave Policy related to Religious, Personal, Bereavement, and Support Staff Accrual Rate

The Board Notice Item included the documentation for the proposed modifications to the College's leave policy related to religious, personal, bereavement, and support staff accrual rate.

Trustee Frager sought clarification on the Personal Leave Policy, noting that language regarding the "full-time allotment in year one" could be confusing and suggesting it be clarified to reference the College's fiscal year, ending June 30.

Acknowledge Item: The Board of Trustees take action to approve the modifications to the College leave policy related to religious, personal, bereavement, and support staff accrual rate at its next Board meeting.

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

Trustee Bream reported:

1. The College has one new support staff appointment provided to the Board for information.

Trustee Scheper reported:

2. Several new temporary appointments were provided to the Board for information.

Trustee Frager reported:

3. The College informed the Board of seven employee separations: Brian Colussy, Tricia Crossett, Steven Pipes, Sharon Reid, Jane Schroeder, Kathleen (Siobhan) Wright, and Robert Young.

4. The FY 2028 (2027-2028) Academic Calendar was provided to the Board for Information.

VI. Old Business/New Business

A. Trustee O'Callaghan asked Trustees Bream and Nevius-Maurer to provide the report of the Board of Trustees Nominating Committee for the 2026-2027 Slate of Officers.

Trustee Nevius-Maurer was pleased to present Trustee Greg W. Kahlert as Board Chair, and Trustee Benjamin H. Scheper as Vice Chair, for the 2026-2027 term of the Board of Trustees.

Recommended Motion: Trustee Bream moved that the Board accept the nominated slate of officers as presented. Trustee Frager seconded.

Motion status: Unanimously approved.

A motion to approve these appointments will be conducted at the June 17, 2026, Board of Trustees 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 May 20, 2026, Board of Trustees' meeting and meet in a closed Executive Session to discuss an issue of general administrative and legal consideration. Trustee Foster moved to end the May 20, 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.