CARROLL COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES

June 17, 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
Bailey Peacock, SGO President-elect

STAFF PRESENT
Gregg Bricca
Rob Brown
Dr. Sharon Brunner
Caitlin Christ
Dr. Kristie Crumley
Patti Davis
Dr. Lisa De Jesús
Britney Harden
Clyde Johnson
Dr. Michelle Kloss
Dr. Kelly Koermer
Lisa Slappy
Karen Sorrell
Lauren Walker
Lara Wood

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 June 17, 2026, Trustee Foster moved for approval of the meeting agenda; Trustee Frager seconded. The June 2026 agenda was unanimously approved.

Trustee Bream moved that the May 20, 2026, minutes be approved; Trustee Foster seconded. The minutes from May 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 provide his monthly report to the Board.

   Mr. Johnson stated that the Board of Trustees must review and approve the College's FY2027 Plan for Program of Cultural Diversity, titled the Belonging and Empowerment Strategic Plan. In accordance with §11-406 of the Education Article, the governing body of each Maryland public college and university is required to develop and implement a plan for a program of cultural diversity. These plans must be submitted to each institution's board by July 1, 2026.

   Thus, since the Carroll Community College's Board of Trustees does not meet in July, the FY2027 Plan for Program of Cultural Diversity is submitted to the Board of Trustees for review and approval in June.

   Recommended Action: Trustee Frager moved that the Board of Trustees approve the FY2027 Plan for Program of Cultural Diversity. Trustee Scheper seconded.

   Motion status: Unanimously approved.

2. Dr. Mince invited Dr. Michelle Kloss, Vice President, Effectiveness, Integrity, and Accountability and Mr. Gregg Bricca, Director of Institutional Effectiveness to review the Carroll Community College FY2025-2029 Strategic Plan's FY2027 Annual Strategic Initiatives with the Board as information. Dr. Mince expounded that the next phase of the process will involve developing measurable task statements aligned with each strategic initiative. The institution has become increasingly effective in collaborating across departments to develop and implement broader, more impactful initiatives each year.
3. Dr. Kloss and Mr. Bricca provided an update on the development of Performance Accountability Report (PAR) benchmarks for the 2026–2030 reporting cycle. The Planning Advisory Council (PAC) used a structured, data-informed process that included analysis of multi-year institutional performance trends, comparisons with peer institutions, consideration of institutional priorities, and Council review and discussion to develop benchmark targets. Of the 51 indicators requiring new benchmarks, PAC endorsed 38; four remain pending data from the Maryland Higher Education Commission (MHEC); and nine are under review. Final benchmark recommendations will be presented to the Board of Trustees for consideration and approval in August 2026.

4. Dr. Mince reported that she attended and participated in several events, as outlined in the President's Report included in the June agenda. Dr. Mince thanked the Commissioners and Trustees for attending the College's Nursing Pinning and Commencement ceremonies. Dr. Mince also highlighted the Carroll County Sheriff's Office Correctional Training Academy graduation as an example of the College's continued partnership with the Carroll County Sheriff's Office. Through this collaboration, students may earn College certificates and, in some cases, degrees, in addition to the credentials required for employment in the field. Dr. Mince noted that the College supports ongoing training for both deputies and correctional officers and expressed appreciation for the opportunity to recognize these achievements jointly. Lastly, Dr. Mince recognized the Leadership Carroll Class of 2026 graduation and noted the program's 20-year partnership with the Carroll County Chamber of Commerce.

5. 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. Carroll Community College received positive media coverage in The Baltimore Sun and Carroll County Times on May 27, featuring the College's 2026 Commencement through a photo spread. Ms. Slappy also highlighted national recognition of the College's Winter Market program in Community College Entrepreneurship Magazine, a publication of the National Association of Community College Entrepreneurship (NACCE). Ms. Slappy reported on a recent campus visit by the editor of the American Association of Community Colleges (AACC). Following the visit, the College was highlighted on social media and in AACC publications, resulting in increased visibility, including a recent feature in the AACC Snapshot and a forthcoming article on the College's Virtual Reality Lab. Ms. Slappy announced the release of Episode 203 of the Trades Podcast, featuring Steve Berry and Charles Hayden. The episode highlighted skilled trades workforce challenges and Carroll Community College's workforce development initiatives.

6. 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 that Carroll Giving Days generated 103 gifts totaling more than $25,000, with approximately 80% of contributions coming from faculty and staff. Faculty and staff participation in the annual giving campaign has reached 45%, resulting in more than $40,000 in contributions.

   Ms. Christ noted a significant increase in scholarship demand, with 459 applications received this year compared with 386 during the same period last year. To date, the Foundation has awarded more than $240,000 in scholarships to 160 students.

   Ms. Christ highlighted the impact of philanthropy across the College, including Foundation commitments of $3.2 million for the athletics expansion and turf field project, $1 million for nursing renovations, and

$2.1 million for the Trades, Technology, and Training Complex. She emphasized that philanthropic support enables the College to expand opportunities for students and advance strategic priorities.

Ms. Christ concluded by inviting trustees to attend the Foundation Board's year-end celebration on July 16 and expressed appreciation for their continued leadership and support.

Trustee O'Callaghan commended the College on a successful Commencement ceremony and expressed appreciation to the Board, College leadership, faculty, and staff for their support and collaboration during his tenure as Board Chair.

IV.B. Academic Council

Ms. Britney Harden, Academic Council President, reported:

Academic Council met on Friday, June 5, 2026. The Council reviewed a revised Active-Duty Military Service Policy, which establishes academic and financial support guidelines for students called to active military duty while ensuring compliance with federal regulations.

Ms. Harden also reported on ongoing revisions to the Academic Senate bylaws, including the addition of Student Engagement as a voting representative and updates to membership, communication, and election procedures. Final action on the revised bylaws and leadership appointments is expected at the September 4, 2026, Academic Senate meeting. She noted that recruitment for Senate leadership positions will continue over the summer.

Ms. Harden reviewed the Academic Council Summary Report, noting that during the 2025–2026 academic year the Council approved nine new courses, thirteen course revisions, seven course discontinuations, one new program, four program revisions, and two program deactivations. She noted that the majority of the Council's work focused on curriculum updates and policy revisions to support academic quality and institutional effectiveness.

The next meeting will be held on Friday, September 4, 2026.

IV.C. Senate

Ms. Karen Sorrell, Senate President, reported:

The Senate met on Friday, June 12, 2026.

Ms. Sorrell reported that College Senate unanimously approved its revised bylaws and recognized outgoing senators June Leppo, Nikki Myers, Jane Jones, and Kristin Hadden for their service. She welcomed incoming senators Jorge Solis Fraire, April Stevens, Melissa Curtis, and Dr. Jennifer Thornton. Senate also elected Lara Wood as Chair and Gina Lyon as Chair-Elect for the 2026–2027 academic year. Ms. Sorrell concluded by expressing her appreciation to the Board and Senate members for their support and collaboration during her two-year tenure as Senate Chair.

Trustee O'Callaghan expressed appreciation to Ms. Sorrell for her outstanding leadership and service as College Senate President over the past two years.

The next Senate meeting is scheduled for September 11, 2026, at 2 p.m.

IV.D. Student Government Organization (SGO)

Mr. Bailey Peacock, SGO President reported:

The SGO President reported that the newly elected leadership team has met and begun planning for the upcoming academic year, including summer team-building activities and leadership development opportunities. SGO is collaborating with Admissions on student recruitment initiatives and working with campus clubs to strengthen communication, increase student engagement, and encourage collaboration.

Mr. Peacock also noted that SGO members assisted with Commencement and are preparing to participate in the SGO Summer Retreat and upcoming New Student Orientation events in August. The leadership team expressed enthusiasm for welcoming new students and advancing student involvement during the coming year.

Dr. Mince further reported that Bailey has applied to serve as one of the President's student interns and will have increased involvement in College activities and initiatives.

<u>IV.E. Commissioner</u>
The Honorable Kenny Kiler Commissioner Liaison reported:

The Commissioner reported that the County has been actively engaged in zoning matters and implementation of the new fiscal year budget. Current efforts include processing agreements and documentation related to the distribution of funding to nonprofit organizations. Commissioner Kiler also shared ongoing outreach to volunteer fire companies and emphasized the critical role volunteers continue to play in supporting public services throughout the County. While acknowledging the benefits of the County's hybrid fire and emergency services system, the Commissioner noted the importance of recognizing and supporting volunteer contributions. Commissioner Kiler further noted that evolving community expectations have increased demand for County-supported services, underscoring the continued value of volunteer engagement in maintaining the quality of programs and services available to Carroll County residents.

<u>IV.F. Planning Advisory Council (PAC)</u>
Dr. Michelle Kloss reported:

The Planning Advisory Council met on Monday, June 1, 2026.

Dr. Kloss shared that the PAC reviewed the FY27 draft strategic initiatives. Members also received a demonstration of an enhanced strategic plan dashboard that aligns key performance indicators with the College's core strategic priorities, institutional effectiveness measures, quality improvement cycle reports, and strategic initiative outcomes. The dashboard is intended to support ongoing planning and assessment efforts.

PAC also reviewed a refreshed integrated planning framework and associated timeline designed to increase transparency and alignment among the College's various planning efforts. The Council discussed how divisional and committee plans support the College's strategic priorities and institutional mission.

The Council approved revisions to the PAC bylaws in support of the College's new shared governance structure and reviewed proposed Performance Accountability Report (PAR) benchmarks for the 2026–2030 reporting cycle.

A final FY26 budget update was also provided.

Upcoming meeting schedules were confirmed, including a PAC work session on July 14 and the first meeting of the new academic year in late August. The adjusted schedule will allow the Council sufficient time to review the strategic plan and provide feedback prior to Board consideration in September.

Dr. Mince further noted that, under the new shared governance structure, PAC will include designated representatives from faculty, professional staff, and support staff, broadening institutional participation in planning, budgeting, and communication efforts.

The next meeting is an optional work session scheduled for July 14, 2026, followed by the next regular meeting on August 24, 2026.

<u>V.A. Finance, Facilities, and Related Policies Committee</u>
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 May 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 May 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. Approval of Operating Budget for Fiscal Year 2027. The Board of Trustees must approve the College's Operating Budget.

   The Board of County Commissioners of Carroll County has completed their budget review and has authorized the Fiscal Year 2027 Operating Budget on behalf of the College.

Recommended Motion: Trustee Foster moved that the Board approve the FY2027 Operating Budget for Carroll Community College. Trustee Nevius-Maurer seconded.

Motion Status: Unanimously approved.

3. Approval of Tuition and Fee Structure for FY2026. The Board must approve the Tuition and Fee Structure of the College pursuant to the Board of Trustees Policy.

   The College assesses tuition and fees, which are reviewed annually during the operating budget development process. The Board of Trustees is asked to approve the Tuition and Fee Structure for FY2027, effective Summer Session 1, alongside the budget request.

   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 homeschool 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 honors. Certification exam fees will increase by $24 for Certiport Microsoft MOS and $20 for Certiport Intuit QuickBooks.

   Updated following Board approval in February: Transcript Fee will increase by $3.

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

Motion Status: Unanimously approved.

4. Approval of Capital Budget for Fiscal Year 2027. The Board must approve the College's Capital Budget. The Board of County Commissioners of Carroll County has completed their budget review and has authorized the Fiscal Year 2023-2024 Capital Budget on behalf of the College.

   The County Commissioners have approved the College's request for $450,000 in FY27 County capital funding to complete the State Required Facilities Program (Parts I and II) for the Trades, Technology, and Training Complex. Completion of this program is required by the State of Maryland to qualify for future State design and construction funding. The State does not share these costs; the full expense is the responsibility of the local owner.

   In addition, the County Commissioners approved $1,905,000 in FY27 County capital funding for Systemic Renovations to support the completion of construction and equipment for that project. The State share to complete the project is $2,232,000.

Recommended Motion: Trustee Foster moved that the Board approve the County Fiscal Year 2027 Capital Budget for Carroll Community College in the amount of $2,355,000. Trustee Nevius-Maurer seconded.

Motion Status: Unanimously approved.

5. Board of Trustees Policy Item requires approval of all contract awards amounting to over $50,000. In March of 2026, the College issued a Request for Proposal for the Fall 26/Winter 27 and Spring 27/Summer27 editions of the Non-Credit Schedule books with the potential to contract for four (4) additional printings over two (2) years, based on the satisfaction of the work and minimal price correction. Pricing must be reviewed and accepted prior to each publication year. The contract also includes potential changes to the number of pages in each publication and the delivery of the printed books to three (3) locations for distribution. The College requested bids from interested and qualified suppliers be submitted by April 30, 2026. The College received three (3) responses to the solicitation for review.

   The evaluation was conducted by individuals from the WBCE Marketing department. Evaluations were based on a rubric of 70% Cost and 30% Technical responses.

Recommended Motion: Trustee Foster moved that the Board of Trustees approve the contract for the Printing of the Non-Credit Schedule books to Indiana Printing and Publishing of Indiana, Pennsylvania for a maximum of three (3) years. The first-year cost is $31,957.56. Estimated three (3) year costs are not to exceed $103,690.00. Trustee Kahlert seconded.

Motion Status: Unanimously approved.

Trustee Kahlert reported:

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

   The College continues to leverage Microsoft technologies as the foundation for its core IT services, including identity management, cybersecurity, server and workstation platforms, collaboration tools, and Microsoft 365. This initiative is part of a five-year strategic agreement, now in its fourth year, with annual renewals.

   The agreement incorporates a planned annual cost increase, offset by a prorated discount for designated licenses. Microsoft's infrastructure continues to be critical to the College's daily operations and its long-term viability.

   Funding for this renewal is already included in the approved operating budget. The purchase will be made through the State of Maryland's MEEC contract vehicle, which remains active for one more year.

Recommended Motion: Trustee Kahlert moved that the Board of Trustees authorize the College to award the purchase of Microsoft Services in an amount not to exceed $125,000 to Bell Techlogix, in Indianapolis using the MEEC Microsoft Services Contract UMD-8132024. Trustee Foster seconded.

Motion Status: Unanimously approved.

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

   The College has been using this system (LLL W&C/Lumens) since 2017 for Student Registration/Course Management, and Customer Relationship Management. WBCE operations staff are familiar with this system and are using it successfully and efficiently.

   It was originally purchased via RFP (# CFY170517-01) in 2017. It is considered a Sole Source Purchase because it provides a proprietary product/service, is compatible with existing systems/equipment, and provides continuity of existing services moving forward as the College transitions to Software as a Service (SaaS) delivery model with the Enterprise Resource Planning system (Colleague). The current system continues to meet needs, and there is currently no plan to switch. With existing project demands, there is limited capacity to undertake a change. Available resources remain focused on existing institutional priorities.

This project is included in the Technology Master Plan project list. TAG and PAC endorsed this recommendation. Operating funds have been allocated for this request.

<u>Recommended Motion</u>: Trustee Kahlert moved that the Board of Trustees authorize the College to award the contract to license Lifelong Learning Workforce & Community (LLL W&C) Subscription, LLL W&C Genoo Essentials, and an additional W&C Genoo Connect User to Modern Campus in an amount not to exceed $68,000. Trustee Foster seconded.

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

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

   In a digital-driven world the College needs an efficient comprehensive recruitment solution to give prospective students a modern, user-friendly way to engage, learn, apply, and enroll as they move through their student journey. Ellucian CRM Recruit (Recruit) is designed for the unique needs of colleges. Recruit streamlines and improves prospect outreach and delivers tailored digital experiences that prospective students expect. Recruit provides a branded, intuitive, mobile-friendly experience for students as they navigate the enrollment process.

   The College has used the system since February 2022 and continues to improve the recruitment and admissions process. The recommendation is for the College to enter a one-year extension of the existing contract. Operating funds will be used for this contract.

<u>Recommended Motion</u>: Trustee Kahlert moved that the Board of Trustees authorize the College to award the purchase of Ellucian CRM Recruit as add-on system to Ellucian Colleague with full integration over the one-year contract in an amount not to exceed $72,713 to Ellucian, in Reston, Virgina. Trustee Foster seconded.

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

9. Board Policy requires the Board of Trustees to approve the acceptance of all grants.

   The 2018 Maryland General Assembly, by way of Senate Bill 595/House Bill 403, established the Community College Facilities Renewal Grant (CCFRG) program within the Maryland Higher Education Commission (MHEC) to provide grants for improvements, repairs, and deferred maintenance projects at community colleges.

   Eligible projects for funding from the CCFRG program include improvements, repairs, and deferred maintenance projects with a total estimated cost greater than $25,000 and less than $1.0 million that have been submitted to MHEC [every September as part of an annual Facilities Renewal Grant Project Master List]. The Commission may make grants to up to eight community colleges in each fiscal year. A community college may not receive grants in consecutive years. A community college may receive funding for multiple projects in a year, but it may not receive a total of more than $500,000 in any fiscal year. The bill does not require the community colleges to provide any matching funds for the grants. The grant award for FY27 is $327,250.

   The College has worked with the County to identify major deferred maintenance projects eligible for the funding. Based on information and cost estimates submitted to MHEC, the following projects have been deemed eligible for reimbursement. Additional projects may be submitted to MHEC to utilize the full value of the grant.
   - K, L, M, N, P, and T Buildings – Restroom Automatic Door Openers
   - A and M Buildings – Elevator Upgrade

- K Building – Replace Air Cooled Chiller
- K Building – Cafeteria Refrigeration Upgrade
- A and K Buildings – Pressure Reducing Valve (PRV) Replacements

The Carroll County Government's Bureau of Facilities and College Facilities evaluate project cost estimates to prioritize which projects will be pursued with the CCFRG. It is expected the funding will cover the costs for one or two of the projects listed. For the final specifications and contracting of each County coordinated project, the Bureau of Facilities will follow Carroll County Government procurement procedures using contractors currently on term contract or part of purchasing cooperatives subject to competitive bid. All projects are required by the State to be under contract no later than June 30, 2027.

The College will pay all invoices for the projects and submit for reimbursement from the State of Maryland's CCFRG Funding 2027, approved by the Maryland General Assembly.

Recommended Motion: Trustee Kahlert moved that the Board of Trustees accept the grant from the Maryland Higher Education Commission in the amount of $327,250; approve contracts as needed; and pay all invoices as submitted by the County, in a combined total not to exceed $327,250. Trustee Foster seconded.

Motion Status: Unanimously approved.

10. Board Policy requires the Board of Trustees to approve the acceptance of all grants.

    Carroll Community College began administering the Carroll County Community Mediation Center on October 1, 2008.

    The CCCMC provides conflict resolution education and services to Carroll County residents and the College community. Carroll Community College is the program grant recipient and administrator of the CCCMC program. With the support of this grant the CCCMC will provide case management, volunteer coordination, conflict coaching and mediation services to the Carroll County and College communities, guided by the Ten-Point Model of Community Mediation in Maryland. Additionally, the CCCMC provides mediation services to low-income families ordered by the Circuit Court to mediate issues around child custody and visitation.

MACRO Grant Funds	$ 120,000
MACRO Restorative Justice Funds	$ 30,000
JFS Grant Funds	$ 55,000
Total	$ 205,000

Recommended Motion: Trustee Kahlert moved that the Board of Trustees accept the grants from the Maryland Judiciary, Mediation and Conflict Resolution Office in the amount of $120,000 and $30,000, and from the Maryland Judiciary, Juvenile and Family Services in the amount of $55,000 for FY2027. Trustee Foster seconded.

Motion Status: Unanimously approved.

Trustee Nevius-Maurer reported:

11. Board Policy requires the Board of Trustees to approve the acceptance of all grants.

    The Academic Nursing Educator Certification (ANEC) is a statewide funding initiative authorized under the auspices of the Nurse Support Program II (NSP II) and jointly approved by the Health Services Cost Review Commission (HSCRC) and the Maryland Higher Education Commission (MHEC). This program was created to recognize faculty who demonstrate excellence as an academic nurse educator through achieving and maintaining the National League for Nursing's (NLN's) Certified Nurse Educator (CNE) credential in Maryland nursing programs.

    Award recipients are nominated by their dean or director. The award may be accessed at the school for up to five years and is contingent upon continued employment in good standing in the nursing program. Allowable expenses were listed in the Board exhibit.

    Two nursing faculty members were approved to receive an award of five thousand dollars ($5,000) each, totaling $10,000 in FY2026. Those faculty members are Rebecca Barker and Jenna Wolford.

Recommended Motion: Trustee Nevius-Maurer moved that the Board of Trustees accept the grant from the Maryland Higher Education Commission, totaling $10,000 for Fiscal Year 2026. Trustee Foster seconded.

Motion Status: Unanimously approved.

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

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

Recommended Motion: Trustee Nevius-Maurer moved that the Board of Trustees approve the modifications to the College's leave policy related to religious, personal, bereavement, and support staff accrual rate. Trustee Foster seconded.

Motion Status: Unanimously approved.

13. The Board received an update on a new 3% credit card processing fee, effective July 1, 2026, as information. The fee will be applied to all payments made by credit card for the following services:
    - Contract training services provided through Workforce, Business, and Continuing Education (WBCE)
    - Community use of College facilities administered through WBCE
    - Community use of the theater and amphitheater

Clients may avoid this fee by utilizing alternative payment methods, such as check or electronic funds transfer (ACH), where available.

14. Board Policy requires the Board of Trustees to approve procurements which exceed fifty thousand ($50,000) dollars.

    The Philip E. and Carole R. Ratcliffe Foundation (Ratcliffe) awarded to the Carroll Community College Foundation a transformative grant in the amount of Two Million Eight Hundred Fifty-Two Thousand Five Hundred Seventy-Six Dollars ($2,852,576) for the College's Ratcliffe Works: Building Skills, Creating Futures (Ratcliffe Works) project.

    The College is seeking to expand its facilities to accommodate the programs targeted for the Ratcliffe grant including welding, plumbing, carpentry, high tech automotive/electric vehicle training, advanced manufacturing, and pet grooming.

    As part of the welding program, we will be purchasing ten (10) welding booth stations to accommodate students. The new welding booths will significantly enhance our welding program. Firstly, having dedicated booths will enable us to schedule classes at our convenience, without being dependent on a third party's timetable. This flexibility allows us to conduct classes on weekends, during the summer, and throughout the day. The booths are individual units, providing us the versatility to arrange them according to our spatial requirements. Additionally, they are updraft, ventless units, meaning that fumes are filtered within the unit itself. This eliminates the need for additional venting and exhaust systems. Moreover, updraft units are preferable to downdraft units, as they mitigate the risk of items falling into the grate.

    The College has selected Amtek Company, Inc. as the vendor using the Howard County Public School System Contract #039.20.B5 – Career and Technology Education Supplies and Equipment. Funds from the Ratcliffe Foundation Grant will be used to fully purchase equipment.

Recommended Motion: Trustee Nevius-Maurer moved that the Board of Trustees authorize the College to purchase ten (10) ventless welding station booths in an amount not to exceed $181,000 from Amtek Company of Arnold, Maryland using monies from the Ratcliffe Foundation Grant to fully fund this purchase. Trustee Kahlert seconded.

Motion Status: Unanimously approved.

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

Trustee Scheper reported:

1. Carroll Community College Credit Adjunct Faculty Salary Scales. The Board must approve modifications to the College's salary scales. The proposal reflects a 2.75% adjustment to the Credit Adjunct Faculty Scale.

Recommended Motion: Trustee Scheper moved that the Board approve the new Credit Adjunct Faculty Scale, effective July 1, 2026. Trustee Bream seconded.

Motion Status: Unanimously approved.

2. Carroll Community College Non-Credit Adjunct Faculty Salary Scales. The Board must approve modifications to the College's salary scales. The proposal reflects a 2.75% adjustment to levels 1 through 5 of the Non-Credit Adjunct Faculty Scales.

Recommended Motion: Trustee Scheper moved that the Board of Trustees approve the new Non-Credit Adjunct Faculty Scales, effective July 1, 2026. Trustee Frager seconded.

Motion Status: Unanimously approved.

3. The Board must approve all pay increases. The College proposes a 5% increase to base salary for 10-month faculty serving as Division Chairs and 2.5% base salary increase for 10-month faculty serving as Assistant

Division Chairs effective August 15, 2026.

Brianna McGinnis is stepping down as Division Chair of Technology, Math and Engineering effective June 15, 2026. It is proposed that Division Chair duties be distributed to the existing Assistant Division Chair, Jennifer Greenwood (already at a 2.5% premium) with an additional 2.5% premium increase to base salary.

It is also proposed that Jenelle Cutitta assume Assistant Division Chair duties with the 2.5% salary premium effective August 15, 2026.

Recommended Motion: Trustee Scheper moved that the Board of Trustees approve the division chair and co-chair premiums effective August 15, 2026. Trustee Bream seconded.

Motion Status: Unanimously approved.

4. The Board must approve all pay increases. The College proposes that Fiscal Year 2026-2027 salaries be increased equal to 2.75% of the midpoint of their applicable grade. This applies to benefit-eligible employees in accordance with policy. In addition, the College proposes that temporary hourly employees who are renewing receive a salary increase equal to 2.75% of the midpoint of their applicable grade in accordance with policy.

   Salary data reflects approved promotions, reclassifications, and equity increases.

   Details provided to the Board of Trustees only.

Recommended Motion: Trustee Scheper moved that the proposed salary increases be approved effective July 1, 2026. Trustee Frager seconded.

Trustee Frager reported:

5. The College proposed one new professional appointment to include Lori Keeney, Accounting Operations Manager, effective June 8, 2026.

Recommended Motion: Trustee Frager moved that the Board of Trustees approve the professional appointment of Lori Keeney, effective June 8, 2026. Trustee Bream seconded.

Motion Status: Unanimously approved.

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

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

8. Temporary appointments are effective on a fiscal year basis and provided to the Board as information. Current temporary employees must be renewed to continue employment into fiscal year 2027.

Trustee Bream reported:

9. The College informed the Board of eight employee separations: Jamshed Ayub, Associate Professor, Sciences; Jayme Beaver, Academic Administrative Specialist; Tracy Berends, Student Support Specialist; Linda Brandt, Academic Administrative Specialist; Patricia Brant, Library Technician; Diana Burnett, Accounting Specialist; Andrea Gravelle, Director of Digital Learning & Media Services; Anna Lewis, Master Teacher, Child Development Center.

10. The Board of Trustees must approve the College's Table of Organization pursuant to the Board of Trustees Policy. The Table of Organization for the College reflects all approved positions and their operational structure.

Recommended Motion: Trustee Bream moved that the proposed FY2027 Table of Organization Chart be adopted. Trustee Frager seconded.

Motion status: Unanimously approved.

11. Approval of Curriculum Report, 2025-2026. In accordance with Board of Trustees Policy Manual, all new academic programs, after the Faculty, Chief Academic Officer, and the President have approved them, shall be approved by the Board of Trustees. In addition, the Board is to be informed of all curricular changes. The 2025-2026 Curriculum Report provides information to the Board regarding all Academic Council deliberation regarding new courses, changes in curriculum, prerequisites, or other academic procedural changes, including new academic programs, in this comprehensive report.

Recommended Motion: Trustee Bream moved that the Board of Trustees approve the 2025-2026 Curriculum Report. Trustee Frager seconded.

Motion Status: Unanimously approved.

VI. Old Business/New Business

A. In accordance with the Board of Trustees Policy Manual, Article IV., the Chair and Vice-Chair shall be elected annually by the Board at its last public meeting for the fiscal year and may be reelected not to exceed two consecutive terms.

   At the May 20, 2026, Board of Trustees meeting, the Nominating Committee proposed the following individuals for officer roles for the 2026–2027 term.

   Chairperson: Greg W. Kahlert
   Vice Chairperson: Benjamin H. Scheper

Recommended Motion: Trustee Bream moved that the Board of Trustees approve the election of Greg W. Kahlert as Chairperson, and Benjamin H. Scheper as Vice-Chairperson for the 2026-2027 Board calendar year. Trustee Nevius-Maurer seconded.

Motion status: Unanimously approved.

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 June 17, 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 June 17, 2026, Board of Trustees' meeting; Trustee Foster seconded.

Motion status: Unanimously approved.

VIII. Adjournment
Trustee O'Callaghan adjourned the meeting at 7:10 p.m.