

**CARROLL COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES**

**August 19, 2026
Approved**

BOARD MEMBERS PRESENT

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

COMMISSIONER LIAISON

The Honorable Kenny Kiler

STUDENT GOVERNMENT

Bailey Peacock, SGO President

STAFF PRESENT

Gregg Bricca
Rob Brown
Dr. Sharon Brunner
Dr. Kristie Crumley
Patti Davis
Dr. Lisa De Jesús
Clyde Johnson
Dr. Michelle Kloss
Dr. Kelly Koerner
Lisa Slappy
Lauren Walker
Lara Wood

Board of Trustee Chairperson, Greg Kahlert, called the meeting to order at 5:57 p.m. and led the opening exercises.

Hearing no corrections or additions to the agenda of August 19, 2026, Trustee O'Callaghan moved for approval of the meeting agenda; Trustee Foster seconded. The August 2026 agenda was unanimously approved.

Trustee Foster moved that the June 17, 2026, minutes be approved; Trustee Scheper seconded. The minutes from June 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 the 2026 Progress Report on the Institutional Plan for a Program of Cultural Diversity.

Mr. Johnson stated that The Carroll Community College Board of Trustees must review and approve the College's annual report summarizing institutional progress towards the implementation of its plan for cultural diversity. The report is submitted to the Maryland Higher Education Commission by September 1 of each calendar year. In accordance with §11-406 of the Education Article, the governing body of each Maryland public college and university is required to monitor the institution's progress towards achieving the goals of its plan for cultural diversity and ensure compliance with the State's goals for higher education: access, success, and innovation.

Recommended Action: Trustee Kahlert moved that the Board of Trustees approve the 2026 Progress Report on Carroll's Plan for a Program of Cultural Diversity. Trustee Nevius-Maurer seconded.

Motion status: Unanimously approved.

2. Dr. Mince invited Mr. Gregg Bricca, Senior Director, Institutional Effectiveness, to present the Performance Accountability Report (PAR) 2026-2030 Reporting Cycle Benchmarks.

The Board was presented with the Planning Advisory Council's recommended benchmark targets for the 2026-2030 Maryland Higher Education Commission Performance Accountability Report. The benchmarks were developed through analysis of institutional performance trends, peer comparisons, strategic priorities, and collaborative review by the Council. The proposed targets were endorsed by the Planning Advisory Council and submitted for Board approval in accordance with MHEC requirements.

Recommended Action: Trustee O’Callaghan moved that the Board of Trustees approve the proposed Performance Accountability Report (PAR) benchmark targets for the 2026-2030 reporting cycle and authorize their submission to the Maryland Higher Education Commission as required. Trustee Nevius-Maurer seconded.

Motion status: Unanimously approved.

3. Mr. Bricca reported the results of the 2026 Employee Satisfaction Survey. The 2026 Employee Satisfaction Survey was administered to gather employee feedback regarding workplace satisfaction, engagement, communication, institutional culture, and overall work experience at Carroll Community College. Survey results provide important insight into employee perceptions and help inform institutional planning, continuous improvement efforts, and employee well-being initiatives. Consistent with the College’s commitment to shared governance and data-informed decision making, in addition to this report to the Trustees, the results will be shared with the Planning Advisory Council to highlight key findings, identify areas of strength, and discuss opportunities for future improvement.

Trustee Kahlert highlighted strong employee satisfaction results, noting that employees are proud to work at Carroll Community College and view it as a great place to work. Trustee Kahlert commented that the College should be very proud of these outcomes.

Dr. Mince announced a new monthly employee open house, *Carroll Voices: Conversations with the President*, to encourage dialogue, strengthen connections across the College, and provide opportunities for faculty and staff to share feedback and ideas with the President.

4. Mr. Bricca reported on 2026 Core Belonging Results. As part of the College's ongoing commitment to fostering a supportive learning and work environment, six common belonging-related questions were developed for annual administration to both employees and students. The Board received information on the College’s belonging measures, to assess perceptions of community, support, value, and engagement. Results from 202 employees and 103 students will help inform institutional improvement efforts and provide insight into strengths and opportunities related to the College experience.
5. Dr. Mince commented on attending and participating in various events, which are listed in the President’s Report section of the August agenda, including the launch of her new podcast, *A Seat at the Table: Carroll Connects with Dr. Mince*. The President also highlighted the Alliance for Innovation and Transformation (AFIT) Summer Institute, which was the focus of Dr. Angelica Carter’s presentation during the Board’s August dinner. Dr. Mince attended several meetings and community engagements, including lunch with Dr. Jasken, President of McDaniel College, and a Chamber of Commerce Breakfast featuring Commissioner Kiler.
6. 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. Ms. Slappy shared several recent achievements and communication initiatives. She highlighted the launch of Dr. Mince’s new podcast, *A Seat at the Table: Carroll Connects with Dr. Mince*, featuring Athletics Director Teri Leatherwood as the first guest. Ms. Slappy emphasized participating in the Early Childhood Chats podcast episode featuring Professor Carole Williamson discussing Early Childhood Education scheduled to air in September. Ms. Slappy also recognized Dr. Mince’s inclusion in *The Daily Record’s* Top 500 in Higher Education, noted Carroll Community College’s ranking as Maryland’s second-best community college by WalletHub, and announced the publication of an article she co-authored with Dr. Kloss, *Immersive Learning Lab: Bringing VR into the Classroom*, in the American Association of Community Colleges’ *Tech Talk* journal.

7. Dr. Mince delivered an update on the Foundation’s activities on behalf of Ms. Caitlin Christ, Executive Director of Institutional Advancement and College Foundation:

The Board received an update on Foundation activities, including fundraising efforts for the Athletics Expansion project, planning for the Starry Night Gala and the Athletics Complex Community Kickoff Celebration on September 17, 2026. The Foundation highlighted scholarship awards surpassing \$500,000 and strong employee engagement in the Faculty and Staff Giving Campaign. The Foundation is also pursuing major funding opportunities, strengthening external partnership strategies, and enhancing operational processes and infrastructure to support long-term growth and sustainability. Board members were thanked for their engagement and support as the Foundation continues to refine its strategic vision and priorities.

IV.B. Academic Senate

No Report

IV.C. College Senate

Ms. Lara Wood, Chair, College Senate, reported:

Ms. Wood shared that she serves as the College's Assistant Director of Enrollment Development in addition to her role as Chair of College Senate. She announced Ms. Gina Lyon as Chair-Elect and shared the 2026-2027 Senate leadership and constituency representatives. Representatives for adjunct faculty and part-time staff will be selected at the September Senate meeting. Ms. Wood noted that each constituency group now has four representatives serving on the Planning Advisory Council, increasing participation in the College's strategic planning efforts. She also reported that College Senate will present at the upcoming Collegewide Meeting to raise awareness of its role and initiatives.

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:

Mr. Peacock provided an update on student activities, highlighting the Student Government Organization's summer retreat and other summer initiatives. He also shared upcoming events, including the Involvement Fair on September 9 and the Lynx Voter Fair on September 15, both designed to connect students with campus resources, organizations, and civic engagement opportunities. Mr. Peacock recognized the SGO Campus Events Coordinator for her leadership in planning these events.

IV.E. Commissioner

The Honorable Kenny Kiler Commissioner Liaison reported:

Commissioner Kiler reported that the Commissioners attended the Maryland Association of Counties (MACo) Summer Conference, held August 12-15 in Ocean City, Maryland. The conference concluded with an address from Governor Wes Moore outlining his priorities and perspective for the upcoming General Assembly session. Commissioner Kiler also had an opportunity to view the progress of the Turf Field and expressed enthusiasm for the upcoming James D. Ball Athletic Complex Kickoff Celebration on September 17, 2026.

In addition, Commissioner Kiler noted the retirement of County Administrator Roberta Windham, marking the conclusion of her 11-year tenure as the County's top executive. He shared that the Board of County Commissioners announced on August 11, 2026, that Deputy County Administrator Deborah Effingham will serve as interim County Administrator beginning August 27, 2026, while a search is conducted for a permanent successor.

IV.F. Planning Advisory Council (PAC)

Dr. Michelle Kloss reported:

The Planning Advisory Council met on Monday, July 14, 2026.

Dr. Kloss reported that the Planning Advisory Council (PAC) convened for an optional work session on July 14 to review and refine the draft FY2027 strategic plan tasks, providing feedback ahead of Board consideration in September. The Council also reviewed and endorsed the Performance Accountability Report (PAR) benchmarks in preparation for Board action at their August meeting.

The next PAC meeting is on August 24, 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. The June reports are not the audited final statement. A review of the financial statements for the period ending June 30, 2026, reveals normal and reasonable receipts, disbursements, and encumbrances.

Recommended Motion: Trustee Foster moved that the Board acknowledge receipt of the June financial report. Cumulative financial information will be annually audited, and appropriate responses provided by the external auditors during the annual audit process. Trustee Scheper seconded.

Motion Status: Unanimously approved.

2. 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. The July reports are not the audited final statement. A review of the financial statements for the period ending July 31, 2026, reveals normal and reasonable receipts, disbursements, and encumbrances.

Recommended Motion: Trustee Foster moved that the Board acknowledge receipt of the July financial reports. Cumulative financial information will be annually audited, and appropriate responses provided by the external auditors during the annual audit process. Trustee O'Callaghan seconded.

Motion Status: Unanimously approved.

3. The Board must approve the FY2028 Capital Budget and Six-Year Capital Program Request. In order to meet the timelines established by the Carroll County Government, the Board must approve the Capital Budget in August of each year. Included with the Requested Capital Budget are:
 - a. Summary sheet of all projects.
 - b. Individual briefing sheets for each project.

Recommended Motion: Trustee Foster moved that the Board of Trustees approve the proposed Capital Budget Request and authorizes the President to submit it to the County Government. Trustee O'Callaghan seconded.

Motion Status: Unanimously approved.

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

The College continues to utilize data reporting tools to provide MHEC state mandated reports and enrollment dashboards to provide analytical and operational information to support efficient business operations. GCOM provides the College with consulting services that will assist the College to move existing reporting functionality as part of the large-scale SaaS (Software-as-a-Service) ERP project to a new platform.

Funding for this project is partially budgeted in the Technology Operating budget, which includes \$10,000 for this purpose. The remaining amount will be funded through savings associated with temporarily leaving IT positions vacant rather than rehiring, to offset costs related to the SaaS ERP transition.

Recommended Motion: Trustee Foster moved that the Board of Trustees authorize the College to award the purchase of consulting services to GCOM Software, LLC – d/b/a Voyatek in an amount not to exceed \$92,400 through Carahsoft Technology Corp. in Reston, VA 20190. Trustee Scheper seconded.

Motion Status: Unanimously approved.

Trustee O’Callaghan reported:

5. Board policy requires the Board of Trustees to approve the acceptance of all grants.

The University of Maryland, College Park, as the lead institution for the Maryland Small Business Development Center Network, has issued a subaward to Carroll Community College for continued participation in the statewide Small Business Development Center (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 \$176,766 and the period of performance is January 1, 2026, to December 31, 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. The program advances workforce and economic development priorities, supports underserved and rural businesses, and strengthens partnerships with state and federal agencies.

Recommended Motion: Trustee O’Callaghan moved that the Board of Trustees accept the grant subaward from the University of Maryland in the amount of up to \$176,766 for the period January 1, 2026, through December 31, 2026. Trustee Foster seconded.

Motion Status: Unanimously approved.

6. Board policy requires the Board of Trustees to approve the acceptance of all grants.

The College has received notice of a Child Care Career and Professional Development Grant from the Maryland State Department of Education to allocate One Hundred Four Thousand Eight Hundred Sixty-One Dollars (\$104,861) for the Child Care Career and Professional Development Fund to Carroll Community College. The purpose of this award is to provide funding to credentialed childcare providers to pursue a college degree in early childhood education, child development, family studies, or related disciplines. This is the eighteenth year the grant has been received.

Recommended Motion: Trustee O’Callaghan moved that the Board of Trustees accept the grant from The Maryland State Department of Education in the amount of \$104,861 for FY2027. Trustee Foster seconded.

Motion Status: Unanimously approved.

7. Board policy requires the Board of Trustees to approve the acceptance of all grants.

Carroll Community College has received a grant to continue administrative oversight of the Adult Education Program in Carroll County for Fiscal Year 2027. The College received the Consolidated Adult Education and Family Literacy Services grant from the Maryland Department of Labor, Licensing and Regulation (DLLR). This grant will allow the College to provide educational services to adults who want to increase their basic skills, obtain a high school diploma, improve English language and literacy skills, or

engage in family literacy activities. The program assists adults to be successful and productive in the workplace and in their communities and prepares them to enter post-secondary education and training.

Carroll Community College received this grant for the first time in Fiscal Year 2008.

The program is funded by the Maryland State Department of Labor, Licensing and Regulation through federal and state funds totaling \$338,066. Carroll County Government has provided \$204,040 in its FY2027 Operating Budget to support this program.

Recommended Motion: Trustee O’Callaghan moved that the Board of Trustees accept the grant from the Maryland Department of Labor, Licensing and Regulation in the amount of \$338,066 for Fiscal Year 2027. Trustee Foster seconded.

Motion Status: Unanimously approved.

8. Board Policy II-44 requires the Board of Trustees to approve the acceptance of all gifts to the College.

Gift donations from various donors, as detailed in the August Board materials exhibit, were added to the Campus Library Collection during FY2026.

Recommended Motion: Trustee O’Callaghan moved that the Board of Trustees accept the donation of the books as listed in the August Board materials with sincere gratitude. Trustee Scheper seconded.

Motion Status: Unanimously approved.

Trustee Scheper reported:

9. The Board must approve all policy changes.

Proposed revisions to the Board of Trustees Bylaws and Policies Manual would increase the President’s delegated purchasing authority from \$50,000 to \$75,000. The change to the Fiscal Condition policy (page 31) is intended to improve efficiency, reflect current market conditions, and align with peer Maryland community colleges while maintaining existing controls, transparency, accountability, and Board oversight. This item is submitted for review, with action scheduled at the September Board meeting.

Acknowledge Item – The Board of Trustees will take action to approve the modifications to the procurement thresholds at its next Board meeting.

10. The Non-Operating Budget Funds were presented to the Board of Trustees.
11. Quarterly Report on Items in Excess of \$10,000. The College provided a Quarterly Report reflecting items purchased in excess of \$10,000 not specifically approved by the Board of Trustees.
12. The Inter-Functional Transfer Report’s fourth quarter information report reflects the final transfers within functions reflecting end-of-year spending priorities. There were no transfers between functions which would require Board of Trustees approval.

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

Trustee Nevius-Maurer reported:

1. The College proposed five new professional appointments to include:
 - Care, Robert, Assistant Professor, English, Effective 08/15/2026
 - Donnan, Conor, Assistant Professor, Humanities, Effective 08/15/2026
 - Globus, Sarah, Master Teacher, Child Development Center, Effective 08/03/2026
 - Johnson, Susan, Assistant Professor, Math, Effective 08/15/2026
 - Sine, Virginia, Assistant Professor, Nursing, Effective 08/15/2026

Recommended Motion: Trustee Nevius-Maurer moved that the Board of Trustees approve the five professional appointments. Trustee Bream seconded.

Motion Status: Unanimously approved.

2. The College proposed professional change of status updates for the following individuals:
 - Bednar, Charles, Director of Procurement, Effective 07/01/2026
 - Sies, Susan, Chair/Professor Social Sciences, Business, and Education, Effective 08/15/2026

Recommended Motion: Trustee Nevius-Maurer moved that the Board of Trustees approve the proposed updates. Trustee Bream seconded.

Motion Status: Unanimously approved.

3. The College has two new support staff appointments provided to the Board for information.
4. Several temporary hourly staff change(s) of status were provided to the Board for information.
5. Several new temporary appointments were provided to the Board for information.
6. The College informed the Board of two employee separations: Barbara Gough, Program Coordinator, Healthcare Training & Animal Sciences and Jessica Launder, Coordinator, Testing Center.
7. The systematic and recurring review of academic programs at Carroll Community College is an essential element to promote critical reflection, self-assessment, and strategic planning toward college goals. Academic program assessment is used to improve the quality of academic programs individually and the College as a whole, via data-driven decision making for continuous improvement.

Five-year program reviews are comprehensive and involve an extensive and in-depth analysis of how well a program functions and aligns with the College mission and goals. The reviews are also used to propose upcoming financial and staffing needs for the program. Executive Summaries are presented to the Board as information.

8. Board policy requires the Board of Trustees to approve the acceptance of all grants.

The Nurse Support Program II (NSP II) Competitive Grant Program, administered through the Maryland Higher Education Commission, provides funding to Maryland nursing programs to strengthen nursing education capacity and prepare a highly qualified nursing workforce.

Carroll Community College has been awarded funding for the project, ADN Curriculum Modernization with Competency-Based Education (CBE). This two-year planning grant will support modernization of the associate degree nursing curriculum through faculty development, competency mapping, curriculum redesign, assessment development, simulation and clinical alignment, inter-rater reliability training, and

implementation readiness planning. The project will position the Nursing Program for a Fall 2028 launch of a competency-based curriculum and submission of a future implementation grant proposal.

The grant award totals \$126,541 for a two-year period beginning July 1, 2026, and ending June 30, 2028. Grant funds will support faculty salaries, professional development, travel, dissemination activities, training, and other project-related expenses.

Recommended Motion: Trustee Nevius-Maurer moved that the Board of Trustees accept the ADN Curriculum Modernization with Competency-Based Education (CBE) Grant from the Maryland Higher Education Commission, totaling \$126,541 for FY2027 and FY2028. Trustee Bream seconded.

Motion Status: Unanimously approved.

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

The Nurse Support Program II (NSP II) Competitive Institutional Grant Program, administered through the Maryland Higher Education Commission (MHEC), provides funding to support innovative initiatives that strengthen Maryland's nursing education capacity and workforce pipeline. Carroll Community College has been awarded funding for the collaborative project, Re-envisioning Maryland's Nursing Pipeline. This two-year planning grant will establish the Carroll County Nursing Education Collaborative (CCNEC), a partnership among Carroll Community College, McDaniel College, Carroll County Public Schools Health Academy, and LifeBridge Health Carroll Hospital.

The grant award totals \$147,707 for Fiscal Years 2027 and 2028 and includes an additional \$125,543 in institutional in-kind support from McDaniel College. Grant funds will support project leadership, faculty experts, dissemination activities, collaborative planning meetings, materials and supplies, printing, stakeholder engagement activities, and a partnership subaward to McDaniel College to support curriculum and program development activities.

Recommended Motion: Trustee Nevius-Maurer moved that the Board of Trustees accept the Re-envisioning Maryland's Nursing Pipeline Grant from MHEC through the Nurse Support Program II Competitive Institutional Grant Program, totaling \$147,707 for FY2027 and FY2028. Trustee Bream seconded.

Motion Status: Unanimously approved.

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

The Nurse Support Program II (NSP II) Competitive Grant Program, administered through the Maryland Higher Education Commission (MHEC), provides funding to strengthen nursing education capacity and expand the number of nursing graduates in Maryland. This project was funded through the FY2027 Limited Request for Proposals as an initiative to increase nursing pre-licensure enrollments and graduates.

Carroll Community College's Nursing Program has been awarded funding for the project titled Instructional Innovation Equipment and Simulation Capacity. The College will provide in-kind support through faculty and staff effort from Dr. Tammy Schwaab, Simulation Director/Assistant Division Chair, Rebecca Barker, Associate Professor of Nursing, and Donna Rohrbach, Simulation/Lab Coordinator, along with existing laboratory space, simulation infrastructure, and operational support. The grant award totals \$150,000 for Fiscal Year 2027, with an additional \$37,000 institutional match, for a total project value of \$187,000.

Recommended Motion: Trustee Nevius-Maurer moved that the Board of Trustees accept the Instructional Innovation Equipment and Simulation Capacity, Nurse Support Program II (NSP II) Resource Grant from the Maryland Higher Education Commission in the amount of \$150,000 for FY2027. Trustee Bream seconded.

Motion Status: Unanimously approved.

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

The Nurse Support Program II (NSP II) Competitive Grant Program, administered through the Maryland Higher Education Commission, provides funding to support nursing education initiatives that strengthen Maryland's nursing workforce and enhance nursing faculty development.

The grant award totals \$11,900 for a one-year period beginning July 1, 2026, and ending June 30, 2027. Funds will be used exclusively for faculty professional development travel, including conference registration, airfare, lodging, and meals.

Recommended Motion: Trustee Nevius-Maurer moved that the Board of Trustees accept the Faculty Development Resource Grant (NSP 27-210) from the Maryland Higher Education Commission through the Nurse Support Program II Competitive Grant Program, totaling \$11,900 for FY2027. Trustee Bream seconded.

Motion Status: Unanimously approved.

VI. Old Business/New Business

No old or new business was reported.

VII. Dates of Upcoming Meetings and Events

Trustee Kahlert reviewed upcoming meeting and activity dates.

Trustee Kahlert asked for a motion to end the official August 19, 2026, Board of Trustees' meeting and meet in a closed Executive Session to discuss an issue of general administrative and legal consideration. Trustee O'Callaghan moved to end the August 19, 2026, Board of Trustees' meeting; Trustee Foster seconded.

Motion status: Unanimously approved.

VIII. Adjournment

Trustee O'Callaghan adjourned the meeting at 7:33 p.m.