CARROLL COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES

September 16, 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
Caitlin Christ
Dr. Kristie Crumley
Patti Davis
Emily Hampton
Dr. Kelly Koermer
Lisa Slappy
Lauren Walker
Lara Wood

Board of Trustee Chairperson, Greg Kahlert, called the meeting to order at 5:49 p.m. and led the opening exercises.

Hearing no corrections or additions to the agenda of September 16, 2026, Trustee Bream moved for approval of the meeting agenda; Trustee Foster seconded. The September 2026 agenda was unanimously approved.

Trustee Foster moved that the August 19, 2026, minutes be approved; Trustee Nevius-Maurer seconded. The minutes from August 2026 were unanimously approved.

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

1. Dr. Mince invited Mr. Gregg Bricca, Senior Director, Institutional Effectiveness, to present the 2026 Performance Accountability Report (PAR).

   Mr. Bricca reported that Maryland state law requires the Board of Trustees to approve and submit the College's Performance Accountability Report (PAR) to the Maryland Higher Education Commission each year. Performance benchmarks are goals to be attained at the end of a five-year cycle. The indicators and the benchmarks are reviewed and revised every five years.

   The Board of Trustees approved Carroll Community College's benchmark targets for the 2026-2030 reporting cycle in August 2026. The 2026 report represents the first year of the new accountability cycle. Consistent with MHEC reporting guidance, the report focuses on current institutional performance and provides analysis of annual results. Because benchmark targets were newly established for the 2026-2030 cycle, the report does not include discussion of progress toward cycle-end benchmark attainment.

   Recommended Motion: Trustee Bream moved that the Board of Trustees approve the College's Performance Accountability Report for 2026 for submission to the Maryland Higher Education Commission. Trustee Foster seconded.

   Motion status: Unanimously approved.

2. Special Recognition under the President's Report: Request to award Emeritus status to Kathleen Siobhan Wright, effective September 16, 2026.

   Kathleen Siobhan Wright retired from the College on June 15, 2026, having served the College for 35 years as Professor of English and Communications Arts. As evidenced in the letter, Ms. Wright has shown outstanding performance and exceptional service at the College. The proposal is to honor Ms. Wright with the title "Professor Emerita". Several professional colleagues at the College have petitioned her nomination for this designation through a signed letter to College President Dr. Rosalie V. Mince, who supports this nomination.

Recommended Motion: Trustee Kahlert moved that the Board of Trustees award Emeritus status to Kathleen Siobhan Wright, effective September 16, 2026. Trustee Foster seconded.

Motion Status: Unanimously approved.

3. Dr. Mince invited Mr. Rob Brown, Senior Director, Institutional Integrity, Compliance, and Accreditation, to provide the Middle States Commission on Higher Education (MSCHE) Update.

   Mr. Brown provided an update on planning for the College's fall 2028 Middle States Commission on Higher Education (MSCHE) reaccreditation visit. He shared that the self-study design submitted in June was approved by MSCHE and outlined the three-year preparation process. The working groups have begun meeting for orientation and training and will begin substantive evidence-gathering activities following a January 2027 boot camp. He also noted that an electronic evidence repository has been assembled, positioning working groups to focus on organizing and evaluating documentation in support of the College's compliance with accreditation standards.

4. Dr. Mince commented on her participation in various community, College, and partner events, as outlined in the President's Report included in the September agenda. She also reported on recent meetings with Mr. Brian Cawley, President of Carroll Hospital, noting his strong interest in developing a collaborative partnership with the College. Dr. Mince shared that a campus visit has been arranged to further strengthen the relationship. Dr. Mince also provided an update on the College's advancing work in quantum-enabled technologies, recognizing the leadership of Dr. Kelly Koermer and the efforts of faculty and staff in preparing students for future workforce needs through both credit and noncredit programs. In addition, she reported meeting with Dr. McCabe and Dr. Jaskin regarding the newly formed Carroll County Education Collaborative, with a formal public launch planned for November.

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. Ms. Slappy shared the launch of a media relations webpage to serve as a central resource for journalists and media outlets seeking information about Carroll Community College. Ms. Slappy reported that Carroll Community College was recognized by Research.com as the number one *Best Value College* in Maryland for 2026. She also shared updates on recent podcasts and media engagements featuring College leadership and faculty that elevated the College's visibility and leadership in workforce development, student success, and nursing education. To conclude, Ms. Slappy announced the departure of Ms. Emilee Kuzmak, Community Outreach and Engagement Coordinator, and expressed appreciation for her contributions to community engagement and outreach efforts.

6. Dr. Mince noted that Mr. Clyde Johnson, Executive Director of College Standards and Accountability, was absent and will present his update to the Board next month.

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 reported that planning for the Starry Night fundraiser is progressing well, with sponsorship commitments exceeding $60,000. She shared that this year's "Give to the Cause" initiative will support instructional technology, providing flexible funding for emerging technologies, innovative teaching tools, and enhanced student learning experiences. She also reported that the Foundation awarded 413 scholarships totaling more than $437,000 to 307 students for the 2026-2027 academic year, representing increases in both applications and awards over the prior year.

   Ms. Christ provided an update on the upcoming James D. Ball Athletic Complex celebration on September 17, 2026, which will recognize the completion of the project's first phase. She noted that the Foundation Board would receive updates on fundraising, planned giving, donor engagement, financial performance, governance, and strategic priorities at its upcoming meeting. She concluded by highlighting the continued momentum of Foundation-supported initiatives, including student scholarships, workforce development efforts, and capital projects that advance the College's mission.

   Trustee Kahlert acknowledged Ms. Christ's presentation to the Board earlier and commended the team's continued progress. Ms. Christ highlighted discussions from a recent Foundation retreat focused on organizational accomplishments, future priorities, donor engagement, data-informed decision making, and advancing philanthropic support to benefit student success and institutional goals.

IV.B. Academic Senate
Ms. Emily Hampton, Chair, Academic Senate, reported:

Academic Senate met in a closed session on Friday, September 4, 2026.

Ms. Hampton, Assistant Library Director, introduced herself and provided an overview of her job at the College, including upcoming library programs and activities planned for the academic year. She provided an update on Academic Senate activities, including the approval of revised bylaws and the election of officers. Ms. Hampton was elected Chair, Mr. Steve Berry was elected Chair-elect, and Ms. Kristin Hadden will continue serving as the Senate's representative. An update was also provided on the proposal review process and timelines for academic and general education curriculum proposals.

The next meeting is scheduled for October 2, 2026.

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

The College Senate met on Friday, September 11, 2026.

Senate members reviewed proposed revisions to the Video Surveillance Policy and discussed the addition of compliance and enforcement language to provide guidance for employees who believe they may have been subject to surveillance in violation of the policy. Senators will share the proposed revisions with their constituent groups for feedback. Further discussion is planned for the October meeting, with a vote anticipated in November.

The next meeting is scheduled for October 9, 2026.

IV.D. Student Government Organization (SGO)
Mr. Bailey Peacock, SGO President reported:

The Board received an update on Student Government Organization (SGO) activities, including efforts to recruit new student senators through campus outreach, promotional materials, and engagement with faculty and students. Mr. Peacock reported that interviews for open senator positions would begin following the application period, with appointments anticipated by October 1.

The Board also learned of plans for student participation in community events, including Westminster Fall Fest, and ongoing development of a Campus Connections panel designed to connect students with representatives from academic and workforce programs. In addition, SGO has established several committees focused on budget review, leadership continuity, marketing and communications, and peer recruitment. The newly formed Peer Recruitment Leadership Committee will support student recruitment efforts by sharing student experiences with prospective traditional and nontraditional students.

Finally, Mr. Peacock reported on his involvement with the Maryland Student Legislature (MSL), including participation in a voter fair and leadership responsibilities supporting student engagement in legislative simulations and bill development.

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

Commissioner Kiler reported that the Commissioners are active with several ongoing County initiatives, including zoning and land-use matters resulting from recent changes in legislation. He also noted that the County is in the process of filling the position of County Administrator following the retirement of Ms. Roberta Windham and soon will begin the search for a new County Attorney following the announced retirement of Mr. Timothy Burke effective October 31.

He further highlighted ongoing coordination with the Maryland State Highway Administration and other community partners on a variety of County projects and initiatives. Finally, the Commissioners are looking forward to the upcoming James D. Ball Athletic Complex celebration and participating in the inaugural walk on the new track.

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

The Planning Advisory Council met on August 24 and September 14, 2026

Ms. Bream reported on the first Planning Advisory Council (PAC) meeting of the academic year held in August, during which members reviewed PAC bylaws, meeting schedules, survey results, strategic initiative priorities, FY28 budget planning assumptions, and employee and core belonging survey results. PAC endorsed the College's annual strategic initiative tasks and discussed the transition from an operational planning model to a strategic planning framework.

At the September meeting, members received an update on preparations for the fall 2028 Middle States reaccreditation process, participated in discussions regarding the Performance Accountability Report, annual program review findings, and began the FY28 budget development process. Members were also encouraged to participate in Quality Improvement Cycle (QUIC) reviews.

The next PAC meeting is scheduled for October 5.

V.A. Finance, Facilities, and Related Policies Committee
Trustee O'Callaghan 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 August reports are not the audited final statement. A

review of the financial statements for the period ending August 31, 2026, reveals normal and reasonable receipts, disbursements, and encumbrances.

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

Motion Status: Unanimously approved.

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

   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. Carroll Community College's Nursing Program was awarded $150,000 for Fiscal Year 2027 for the project *Instructional Innovation Equipment and Simulation Capacity*. Grant funds will support clinical instructional equipment, shipping, warranties, and service plans associated with the acquired simulation technologies. Through this grant, the College will acquire wearable and mobile simulation technologies from Avkin. These technologies enable standardized patients to display realistic physiologic responses while communicating and interacting directly with students, supporting realistic patient-care experiences that integrate clinical decision-making, assessment, communication, and professional behaviors.

Recommended Motion: Trustee O'Callaghan moved that the Board of Trustees authorize the purchase of simulation equipment, warranties, service plans, and associated shipping from Avkin of Wilmington, Delaware, in an amount not to exceed $145,000, through the BuyBoard National Purchasing Cooperative contract #804-26. Trustee Nevius-Maurer seconded.

Motion Status: Unanimously approved.

Trustee Foster reported:

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

   The College has received notice of a grant award for the Pre-Kindergarten (Pre-K) Blueprint Formula Grant from the Maryland State Department of Education to allocate One Hundred Fifty-Nine Thousand Six Hundred Dollars ($159,600) to Carroll Community College. The purpose of this award is to provide funding for local education agencies (LEAs) and private providers to administer high-quality Pre-K and school readiness services throughout the State for children and their families in coordination with the Blueprint for Maryland's Future.

   The Blueprint granted all three- and four-year-old children from families earning incomes at or below 300% Federal Poverty Level access to high-quality full-day Pre-K at no cost. The Pre-Kindergarten Blueprint Formula Grant is part of Maryland's plan for expanding access to high-quality prekindergarten services. The grant, previously funded through a combination of federal preschool grant funds and funds provided by the Maryland Prekindergarten Expansion Act of 2014, is now sustained through state funding because of the Blueprint for Maryland's Future.

Recommended Motion: Trustee Foster moved that the Board of Trustees accept the grant from The Maryland State Department of Education in the amount of $159,600 for FY2027. Trustee O'Callaghan seconded.

Motion Status: Unanimously approved.

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

   This funding supports the subrecipient's delivery of regional technical assistance activities in the areas of entrepreneurship and small business development. These funds follow the matching funding requirements

of the federal and state subawards for the Northern Region Small Business Development Center, hosted by Carroll Community College.

Recommended Motion: Trustee Foster moved that the Board of Trustees accept the funding for the Northern Region Small Business Development Center in the amount of $153,958: Carroll County $75,000 (2026 Calendar Year), Cecil County $18,000 (2027 Fiscal Year), Frederick County $60,958 (2027 Fiscal Year). Trustee Scheper seconded.

Motion Status: Unanimously approved.

Trustee Scheper reported:

5. 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.

Recommended Motion: Trustee Scheper moved that the Board of Trustees approve the modifications to the procurement thresholds. Trustee Foster seconded.

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

Trustee Nevius-Maurer reported:

1. The College proposed one new professional appointment to include:
   - Emily Rosado-Cruz, Admissions Recruiter, Credit and Workforce, Effective 09/08/2026

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

Motion Status: Unanimously approved.

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

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

4. The College proposed a professional change of status update for the following individual:
   - Schipper, Daniel, Assistant Professor-Data Sciences, Effective 08/15/2026

Recommended Motion: Trustee Bream moved that the Board of Trustees approve the proposed updates. Trustee Nevius-Maurer 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 September 16, 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 September 16, 2026, Board of Trustees' meeting; Trustee Scheper seconded.

Motion status: Unanimously approved.

VIII. Adjournment
Trustee Kahlert adjourned the meeting at 7:08 p.m.