

**OFFICE OF THE PRESIDENT**

Rosalie V. Mince, Ph.D.



**BOARD OF TRUSTEES**

David P. O'Callaghan, *Chairperson*  
Diane A. Foster, *Vice Chairperson*  
David S. Bollinger  
Sherri-Le W. Bream  
Kelly M. Frager  
Greg W. Kahlert  
Mary Kay Nevius-Maurer  
Rosalie V. Mince, *Secretary/Treasurer*  
County Commissioner, *Ex-officio*

**BOARD OF TRUSTEES**

**December 18, 2024**

**AGENDA**

4:30 P.M. - Finance, Facilities, and Related Policies Committee - L090  
4:30 P.M. - Personnel, Instruction, and Related Policies Committee - A117  
5:00 P.M. - Dinner - Lower Level at the end of the Babylon Great Hall  
5:45 P.M. - Meeting - Board Room - L090

**I.** Call to Order/Opening Exercises

**II.** Approval of Agenda

**III.** Approval of Minutes – November 20, 2024

**IV.** Reports

A. President – Dr. Rosalie V. Mince

1. Annual Institutional Effectiveness Measures Report – Dr. Kloss
2. BCR Cyber Range Ribbon Cutting – 11/21
3. Inauguration/Investiture Ceremony – 11/22
4. Allegany College of Maryland, President Dr. Cynthia Bambara Retirement Celebration -11/24
5. CCC Business Honors Ceremony – 12/3
6. Good Scout Breakfast – 12/4
7. Meeting with Stacy Link, Mayor of Sykesville -12/4
8. Meeting with Sam Greenholt, Executive Director, Literacy Council of Carroll County -12/5
9. The Middle States Commission on Higher Education (MSCHE) Annual Conference - 12/11-13
10. Dedication of The Kahlert Foundation Campus Center -12/16
11. Physical Therapist Assistant (PTA) Graduation – 12/17
12. Carroll County Women's Conference Community Impact Celebration Reception – 12/17
13. Diversity, Equity, and Inclusion Committee – Mr. Johnson
14. Foundation Update Report – Mr. Wantz

B. Academic Council – Mary Wallace

C. Senate – Karen Sorrell

D. Student Government Organization – Shanecia Pitterson

E. Commissioner – The Honorable Kenny Kiler

F. Planning Advisory Council – December PAC Meeting Cancelled

**V. Action/Consent/Information Items**

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

(Diane Foster, Greg Kahlert, Mary Kay Nevius-Maurer)

1. Proposed FY2026 Operating Budget Request
2. November Financial Statements
3. Approval of Contract Award over \$50,000 — Approval of award of contract for Carroll’s Benefits Administration – Award to Benelogic
4. Approval of Purchase Requisition over \$50,000 — TouchNet Payment Suite
5. Approval of Purchase Requisition over \$50,000 — Laerdal Simulation Lab Manikins
6. Approval of Purchase Requisition over \$50,000 — Mongoose Cadence Enterprise Text Platform
7. Approval of Purchase Requisition over \$50,000 — Blackbaud Raiser’s Edge NXT
8. Information Item - Information Security Program

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

(Dave Bollinger, Sherri-Le Bream, Kelly Frager)

1. New Professional Appointment
2. New Temporary Appointments
3. Employee Separations

**VI. Old Business/New Business**

**VII. Dates of Upcoming Meetings and Events:**

December 19, 2024	Collegewide Holiday Dessert Social and Ugly Sweater Contest	2:00 p.m. Babylon Great Hall, Kahlert Foundation Campus Center
January 15, 2025	Board Retreat (Snow date, January 22, 2025)	3:00 p.m. Meeting in the Board Room (L090) 6:00 p.m. Dinner Paradiso Ristorante, Westminster
January 16, 2025	Foundation Board of Directors Meeting	8 a.m. The Bollinger Family Conference Center (K100)
January 23, 2025	Collegewide Professional Development Day, Luncheon and Meeting	10 a.m. Keynote Speaker, John Krownapple; 12:30 Lunch-Café, 2:30 p.m. – Collegewide Meeting -Theater in the Scott Center
January 27, 2025	MACC Trustee Leadership Conference	3:00 p.m., Calvert House, Annapolis
February 3, 2025	PAC Meeting	3:30 p.m. The Bollinger Family Conference Center (K100)
February 13, 2025	Student Advocacy Day	9:00 – 10:30 a.m., Calvert House, Annapolis
February 19, 2025	Board Meeting	5:00 p.m. Dinner, lower-level Babylon Great Hall in the Kahlert Foundation Campus Center, Meeting in L090
March 3, 2025	PAC Meeting	3:30 p.m. The Bollinger Family Conference Center (K100)
March 8, 2025	TEDx Westminster debut event, “What Now, Neighbor?”	9:00 a.m. Theater in the Scott Center at Carroll Community College
March 19, 2025	Board Meeting	5:00 p.m. Dinner, lower-level Babylon Great Hall in the Kahlert Foundation Campus Center, Meeting in L090
March 20, 2025	Foundation Board of Directors Meeting	8 a.m. The Bollinger Family Conference Center (K100)

**VIII. Adjournment**

**The Board reserves the right to meet in Executive Session following the regular meeting.**