

**CARROLL COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES**

**December 18, 2024
Approved**

BOARD MEMBERS PRESENT

David Bollinger
Sherri-Le Bream
Diane Foster, Vice-Chairperson (via conference phone)
Greg Kahlert
Mary Kay Nevius-Maurer
David O’Callaghan, Chairperson
Dr. Rosalie V. Mince, Secretary/Treasurer

BOARD MEMBERS ABSENT-EXCUSED

Kelly Frager

COMMISSIONER LIAISON

The Honorable Kenny Kiler

STUDENT GOVERNMENT

Shanecia Pitterson, SGO President

STAFF PRESENT

Steve Berry
Dr. Sharon Brunner
Dr. Kristie Crumley
Patti Davis
Dr. Lisa De Jesús
Clyde Johnson
Dr. Michelle Kloss
Dr. Kelly Koermer
Karen Sorrell
Lisa Slappy
Lauren Walker
Mary Wallace
Steve Wantz

Board of Trustee Chairperson, David O’Callaghan called the meeting to order at 5:50 P.M. and led the opening exercises.

Hearing no corrections or additions to the Agenda of December 18, 2024, Trustee O’Callaghan asked for a motion to approve the Agenda. Trustee Bream moved to approve the Agenda; Trustee Foster seconded. The December 18, 2024, Agenda was unanimously approved.

Trustee Foster moved that the November 20, 2024, minutes be approved; Trustee Nevius-Maurer seconded. The November 2024 minutes were unanimously approved.

IV.A. President’s Report

Dr. Rosalie Mince, President, reported:

1. Dr. Mince invited Dr. Michelle Kloss, Vice President, Effectiveness, Integrity, and Accountability, to deliver the 2024 Annual Institutional Effectiveness Measures Report. Dr. Kloss reported that each year in December, the Institutional Effectiveness Measures Report is presented to the Board to provide a snapshot of how Carroll Community College is fulfilling its mission.

Dr. Kloss and Dr. Koermer reviewed the 39 Institutional Effectiveness Measures included in the report. The report begins with a written summary of the items that are below the benchmark and then those that exceed the benchmark within the time frame for the different measures.

Each benchmark receives a five-year review, but those five years span different amounts of time depending on the measure. Several of them are lagging measures, which means that it takes a year or two to report the data. The Planning Advisory Council (PAC) reviewed the measures in February 2023 to ensure the report remains fresh and current, implementing changes to those measures that had lost their impact.

2. Dr. Mince invited Board members to a special half-day professional development training event at Carroll Community College featuring John Krownapple, coauthor of the book *Belonging through a Culture of Dignity*. This event will take place on January 23, 2025, ahead of the All-College meeting in the afternoon.

3. Dr. Mince commented on attending and participating in several events, which are listed in the President's Report section of the December agenda. Dr. Mince highlighted a few events, such as the wonderful Inauguration celebration, The Middle States Commission on Higher Education (MSCHE) Conference, the Dedication of the Kahlert Foundation Campus Center and the Physical Therapist Assistant (PTA) Graduation.
4. Dr. Mince invited Ms. Lisa Slappy, Chief Communications and Public Relations Officer, to provide an update to the Board.

Ms. Slappy provided the Board of Trustees with several noteworthy highlights regarding Carroll Community College in the news. Ms. Slappy provided data and statistics regarding the access and reach of the College's news, both locally and nationally.

5. Dr. Mince invited Mr. Steve Wantz, Executive Director of Institutional Advancement & College Foundation, to give the Board an update on the Foundation's activities.

Mr. Wantz began his report by thanking the Board for their support of the Starry Night Gala, which was held the evening of Friday, December 6, 2024. Mr. Wantz emphasized that the gala generated a substantial profit of \$188,000 and attracted 11 new sponsors.

Mr. Wantz updated the Board on the success of Giving Tuesday, highlighting that the focus on the College's Athletic Initiative attracted 24 donors. In addition, the Campaign has eclipsed \$12 million with additional commitments in the pipeline. Lastly, the Foundation Board made a formal pledge to increase their commitment to the athletic initiative which will enable the College to communicate to the county that the project can move forward.

IV.B. Academic Council

Ms. Mary Wallace, Academic Council President reported:

The Academic Council met on Friday, December 6, 2024. Nine proposals were approved. Ms. Wallace summarized these proposals with the Board. The next meeting will be held on February 7, 2025.

IV.C. Senate

Ms. Karen Sorrell, Senate President, reported:

The Senate met on Friday, December 13, 2024.

Ms. Patti Davis, Vice President of Administrative Services welcomed the Senators and shared a presentation on the FY2026 Budget Briefing.

Ms. Sorrell shared important updates from the different constituency groups and concluded by communicating the next Senate meeting is scheduled on January 10, 2025.

IV.D. Student Government Organization (SGO)

Ms. Shanecia Pitterson, SGO President reported:

Ms. Pitterson provided an update on the status of various committees, clubs, and events that students engaged in. She expressed appreciation to Mr. Wantz, the Foundation staff, and the Board of Trustees for inviting the SGO to be a part of the incredible Starry Night Gala. In addition, Ms. Pitterson reported that SGO generously donated the \$211 earned from Starry Night coat-check tips to the Boys and Girls Club of Westminster.

IV.E. Commissioner

The Honorable Kenny Kiler, Commissioner Liaison reported:

The Commissioner reviewed various county government activities that the commissioners participated in, including the national Wreaths Across America event. Trustee Kahlert remarked on how profoundly meaningful the experience is in honoring and remembering veterans.

Commissioner Kiler shared that Shamrock Farm, a horse breeding farm in Woodbine, Carroll County, has been chosen as the site for a \$115 million training center. This center will address the critical need for horse stalls as the state consolidates racing at Baltimore's Pimlico Racecourse.

IV.F. Planning Advisory Council (PAC)

Dr. Michelle Kloss reported:

The Planning Advisory Council did not meet in December. The next meeting will be held on Monday, February 3, 2024, in the Bollinger Family Conference Center (K100) at 3:30 P.M.

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

Trustee Nevius-Maurer introduced Ms. Patti Davis, Vice President of Administration, who presented an initial draft of the proposed FY2026 Operating Budget as an information item to the Board.

1. Ms. Davis reviewed a presentation and answered questions regarding the draft FY2026 Operating Budget. The final version of the Budget will be submitted to the Board for vote and approval at the next business meeting on February 19, 2025. After Board approval in February, the proposed budget will be submitted to the County Budget Office.

Trustee Kahlert reported:

2. The Board of Trustees must review and accept monthly financial reports, subject to audit verification. Monthly financial reports are provided to the Board of Trustees to keep the Board informed of the ongoing status of the College's financial activities. The November reports are not the audited final statement.

Recommended Motion: Trustee Kahlert moved that the Board acknowledge receipt of the November 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.

3. Board of Trustees Policy Item requires approval of all contract awards amounting to over \$50,000. The College's contract with its benefits administrator expired on June 30, 2024. In September 2024, Carroll Community College issued a Request for Proposals (RFP) for Benefits Administration Services for Employees. The College and PSA Financial Services requested proposals from interested and qualified firms be submitted by October 14, 2024.

The contract resulting from this RFP shall be for a period of five (5) years, with five (5) one (1) year optional renewals beginning from the annual date of initiation, if service is satisfactory, there are no unreasonable cost changes, and funds are available for this purpose. The proposal submitted by Benelogic, LLC offered the best administrative and financial benefits to Carroll Community College.

The annual cost of twenty-two thousand nine hundred seventy-eight dollars (\$22,978.00) will be guaranteed for the first three (3) years of the contract. Any increases beyond year three will be capped at a 5% increase annually.

Recommended Motion: Trustee Kahlert moved that the Board approve the College awarding a contract between the College and Benelogic, LLC for an initial term of five (5) years, beginning July 1, 2025, with the option of five (5) one (1) year extensions. Trustee Foster seconded.

Motion Status: Unanimously approved.

4. The Board of Trustees Policy Item requires approval of all Purchase Requisitions amounting to over \$50,000. The College's current payment processor is Touchnet which is Europay, Mastercard and Visa (EMV) compliant. EMV is a global standard for cards equipped with computer chips and the technology used to authenticate chip-card transactions. The current implementation of the TouchNet Payment Suite continues to meet the College's requirements.

To maximize the vendor-provided discount the College will enter into a five-year agreement. Operating funds are used for the payment processing services.

Recommended Motion: Trustee Kahlert moved that the Board of Trustees authorize the College to extend the existing contract for Touchnet Payment Suite at an annualized cost of \$22,371 over five years from January 1, 2025, through December 31, 2029, totaling \$111,855 to TouchNet Information Systems, Inc. Trustee Foster seconded.

Motion Status: Unanimously approved.

Trustee Nevius-Maurer reported:

5. The Board of Trustees Policy Item requires approval of all Purchase Requisitions amounting to over \$50,000. Simulation manikins are vital to Carroll's Allied Health programs by providing realistic, hands-on training that helps nursing students develop the clinical reasoning and judgment skills necessary to improve patient safety by allowing them to practice and learn from mistakes in a risk-free environment. These manikins can be used to teach a wide range of nursing skills, from basic procedures to complex critical care scenarios. Clinical simulation helps to fill the gaps that cannot be met in the off campus clinical environment.

Carroll's current inventory of simulation manikins have aged beyond effective usefulness. It is necessary that these manikins be replaced to meet the program's needs.

Recommended Motion: Trustee Nevius-Maurer moved that the Board of Trustees authorize the College to award the purchase of the Simulation Lab Manikins in an amount not to exceed \$110,000.00 to Laerdal Medical Corporation. Trustee Kahlert seconded.

Motion Status: Unanimously approved.

6. The Board of Trustees Policy Item requires approval of all Purchase Requisitions amounting to over \$50,000. The College currently utilizes Mongoose Cadence as an enterprise texting platform to serve as an effective communication and engagement tool with students. Texting enables instant messaging between students, teachers, and administrators, allowing for timely updates, notifications, and announcements. It is a widely used communication medium, making it more likely that important messages will reach students quickly, even if they do not regularly check their email. Texting can be especially effective for reaching students from diverse backgrounds who may not have consistent access to email or other digital communication tools.

The recommendation is for the College to enter into a three-year agreement to continue service and purchase Mongoose Cadence with the subscription fees listed below, utilizing the Interstate Cooperation Contract with the Texas Department of Information Resources.

Recommended Motion: Trustee Nevius-Maurer moved that the Board of Trustees authorize the College to award the continuation of service and purchase of Mongoose Cadence Texting platform over the three-year contract in an amount not to exceed \$73,500 to Mongoose Research. 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 uses Blackbaud for the Foundation's ERP System which includes both Raiser's Edge and Financial Edge systems. We currently use Blackbaud's Raisers Edge NXT solution and recommend continuation of service including a Database record increase. The Foundation Office has successfully implemented Raiser's Edge NXT Solution and intends to continue utilizing the system to its fullest capacity.

The College will enter into a three-year agreement to maximize the discount.

Recommended Motion: Trustee Nevius-Maurer moved that the Board of Trustees authorize the College to extend the existing Blackbaud Raiser's Edge NXT contract for three years in an amount not to exceed \$73,500. Trustee Foster seconded.

Motion Status: Unanimously approved.

8. Ms. Patti Davis, presented the Information Security Program. Carroll Community College seeks to minimize its liability and protect the College, including its Board of Trustees, against risks inherent to the College's operations, including financial, operational, legal, and reputational by having a comprehensive risk management program to identify risk, mitigate exposure, and actively seek prevention.

As applied by the U.S. Department of Education (DOE), the current Gramm-Leach-Bliley Act (GLBA) standards for safeguarding customer information require colleges and universities to appoint an individual to coordinate its Information Security Program; conduct a data security risk assessment that covers employee training and management, covered networks and information systems, and incident response; and implement safeguards to address the risks that are identified in its assessment.

The safeguard rules require an annual update to the Board on the College's cybersecurity posture. The Cyber Security team and the Technology Security Committee have worked to continuously monitor the College's cybersecurity posture to enhance the program, as necessary.

In Fiscal Year 2024, our institution conducted a comprehensive cybersecurity risk assessment utilizing the Federal Financial Institutions Examination Council (FFIEC) Cybersecurity Assessment Tool, which was recommended by both the Department of Education and CliftonLarsonAllen. Recognizing that the FFIEC tool was originally developed for financial institutions, we have proactively decided to transition to the Center for Internet Security (CIS) Critical Security Controls in Fiscal Year 2025, a framework better aligned with current higher education industry standards.

Our FFIEC assessment revealed a consistent risk level, yet our overall security posture has demonstrably strengthened through the continuous implementation of new protective tools and enhanced security layers. Our cybersecurity maturity strategy aims to ensure all assessment components achieve at least a baseline, evolving, or intermediate status. We are pleased to report that we have successfully met this objective, with all assessment factors meeting or exceeding the baseline level.

Moving forward, we remain committed to progressively advancing our cybersecurity capabilities. We will strategically work to elevate components from baseline to evolving or intermediate levels as

opportunities and resources permit. Throughout the past assessment period, we have implemented several key improvements, which are highlighted in our comprehensive review.

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

Trustee Bream reported:

1. One new professional staff appointment includes Karen Sorrell, Senior Business Operations Manager, effective November 25, 2024.

Trustee Bollinger reported:

2. Several new temporary appointments were provided to the Board for information.
3. The College informed the Board of two employee separations: Dr. Lourdes Celius, Associate Professor-Nursing and Ms. Deborah Owings, Lead Environmental Services Specialist.

VI. Old Business/New Business

No old or new business was reported.

VII. Dates of Upcoming Meetings and Events

Trustee O'Callaghan reviewed upcoming meeting and event dates.

Trustee O'Callaghan asked for a motion to end the official December 18, 2024, Board of Trustees' meeting. Trustee Bream moved to end the December 18, 2024, Board of Trustees' meeting. Trustee Nevius-Maurer seconded.

Motion status: Unanimously approved.

VIII. Adjournment

Trustee O'Callaghan adjourned the meeting at 7:20 P.M.