

**CARROLL COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
MINUTES**

**September 18, 2024  
Approved**

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT-EXCUSED

David Bollinger

COMMISSIONER LIAISON

The Honorable Kenny Kiler

STUDENT GOVERNMENT

Shanecia Pitterson, SGO President

STAFF PRESENT

Steve Berry  
Gregg Bricca  
Rob Brown  
Dr. Sharon Brunner  
Dr. Kristie Crumley  
Patti Davis  
Dr. Lisa De Jesús  
Dr. Maya Demishkevich  
Clyde Johnson  
Dr. Michelle Kloss  
Dr. Kelly Koermer  
Jean Marriott  
Karen Sorrell  
Lisa Slappy  
Lauren Walker  
Mary Wallace  
Steve Wantz

Board of Trustee Chair, David O’Callaghan called the meeting to order at 5:55 P.M. and led the opening exercises.

Trustee O’Callaghan indicated the Approval of a 10-year Lease with Panther Real Estate LLC under Exhibit V.A.5. in the Finance, Facilities and Related Policies Committee section was added to the September 18, 2024, Agenda and asked for a motion to approve the amended Agenda. Trustee Frager moved to approve the September 18, 2024, amended agenda; Trustee Foster seconded. The September Agenda was unanimously approved as amended.

Trustee Foster noted an error on page three of the August 2024 minutes. Trustee Bream moved that the August 21, 2024, minutes be approved as amended; Trustee Frager seconded. The August 2024 amended minutes were unanimously approved.

IV.A. President’s Report

Dr. Rosalie Mince, President, reported:

1. Dr. Mince welcomed Dr. Michelle Kloss, Vice President, Effectiveness, Integrity, and Accountability to report on the 2024 Performance Accountability Report (PAR).

Dr. Kloss reported 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 the current benchmarks in June 2021 for the 2021-2025 PAR cycle.

The report follows the same format as in prior years, with a narrative section describing the College’s performance within the context of the goals in the Maryland State Plan for Postsecondary Education, plus

an appended spreadsheet of 28 performance indicators. Dr. Kloss noted that this year is different from previous ones, as institutions were asked to fill out a chart outlining current and upcoming federal grants focused specifically on student success. Dr. Kloss reviewed and highlighted several sections and key indicators within the report with the Board.

**Recommended Motion:** Trustee Frager moved that the Board of Trustees approve the College's Performance Accountability Report for 2024 for submission to the Maryland Higher Education Commission. Trustee Nevius-Maurer seconded.

**Motion status:** Unanimously approved.

1. Dr. Mince asked Dr. Kelly Koermer, Vice President, Workforce, Business & Community Education (WBCE) to report on the Annual Marketing and Communications Report.

Dr. Koermer invited Ms. Lisa Slappy, Chief Communications and Public Relations Officer and Dr. Maya Demishkevich, Chief Marketing Officer, to present the Annual Marketing and Communications Report. This report examines the College's marketing campaigns that align with its mission, showcasing a comprehensive range of marketing materials for each campaign. Dr. Demishkevich and Ms. Slappy included projects supporting credit and non-credit programs, personal enrichment, youth programming, and business services, as well as community events and the Foundation. Strategic Marketing & Brand Management (SMBM) is responsible for advancing institutional priorities (Compass Strategic Priorities), while Communications and Public Relations enhance the College's academic reputation by sharing its story through traditional media, digital channels, social media, print publications, video, the web, and other platforms. The overarching marketing and communication objectives are aligned with the College's vision and annual strategic goals.

Ms. Slappy and Dr. Demishkevich reviewed report highlights and answered questions from the Board. All agreed the report was very detailed and informative.

Dr. Mince and the Board Members praised the outstanding work of the Marketing and Communications team.

2. Dr. Mince commented on attending and participating in several events, which are listed in the President's Report section of the September agenda.
3. Dr. Mince invited Mr. Clyde Johnson, Executive Director, Diversity, Equity, Inclusion, and Belonging (DEIB) to provide the monthly update to the Board.

Mr. Johnson introduced Ms. Jean Marriott, Director, WBCE Research and Strategic Analysis, to present the results and analysis of the DEIB Survey for WBCE Students.

Ms. Marriott presented the executive summary and findings of the Diversity, Equity, Inclusion, and Belonging (DEIB) student survey conducted in July 2024 for students enrolled in WBCE Workforce and Personal Enrichment classes between June 1, 2023, through June 30, 2024. The survey aimed to supplement the BDO Assessment completed in 2022, to gather insights into the student experience and identify areas for improvement in DEIB initiatives. The survey results provided valuable insights into the current state of DEIB among continuing education students. The institution can foster a more inclusive and equitable learning environment by addressing the identified areas for improvement and building on its existing strengths.

Mr. Johnson shared that the next steps for the Diversity Committee include using this data in conjunction with the BDO report to draft the Diversity Strategic Plan for the Board of Trustees' review.

4. 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 reported that The Foundation hosted a VIP Athletic Event to celebrate the Men's Soccer home opener and the first-ever Women's Soccer game at the College. The event was marked by Dr. Mince and Trustee Kahlert launching the games with the first kick. The Foundation is partnering with the College's Food Locker to host a grand re-opening ribbon cutting event on September 24<sup>th</sup>. Additionally, the dedication event for the Dr. Ann Swomley Harden Child Development Center Lab is scheduled for November 2nd to honor the Harden family for their generous contributions.

Mr. Wantz informed the Board that the Turning Hopes and Dreams into Reality Campaign has surpassed \$11 million and is expected to conclude by the end of this year.

In conclusion, planning for the annual Starry Night Event, set for Friday, December 6th, is going smoothly. Trustee O'Callaghan relayed to fellow Trustees that he would handle coordinating the Boards' Starry Night Sponsorship.

#### IV.B. Academic Council

Ms. Mary Wallace, Academic Council President reported:

The Academic Council has not met since June; therefore, no report is available. The Council's next meeting will be held on Friday, October 4, 2024.

#### IV.C. Senate

Ms. Karen Sorrell, Senate President, reported:

The Senate met on Friday, September 13, 2024.

Dr. Mince welcomed Senators and reviewed the importance of the Senate to the College community. Dr. Mince also encouraged all employees to embrace opportunities to find ways to be a positive influence and encouraged everyone to attend Planning Advisory Council (PAC) meetings as way to learn more about planning and strategic direction and vision of the College.

Ms. Sorrell invited Board of Trustee members to be a guest speaker at an upcoming Senate meeting.

The next Senate meeting is scheduled on October 10, 2024, at 10 a.m.

#### IV.D. Student Government Organization (SGO)

Ms. Shanecia Pitterson, SGO President reported:

Ms. Pitterson began by sharing her background, her role at the College, and her future plans with the Board members. The SGO has a complete board of executives and senators. Their first meeting was held on September 3rd, and the executive board's photo, taken on that day, is now displayed in the Board Room.

The student Club Fair, held on September 10 and 11 in the Babylon Great Hall at the Kahlert Foundation Campus Center, was a great success, resulting in the formation of 16 new clubs.

The SGO is currently working on a Halloween event and a student event celebrating Dr. Mince's Inauguration.

#### IV.E. Commissioner

The Honorable Kenny Kiler, Commissioner Liaison reported:

Commissioner Kiler enjoyed attending the College's home opener athletic events for soccer and volleyball.

The Commissioner reviewed the activities taking place within the county government including the proposal from Spring Valley Solar's intention to build a solar farm in Sykesville.

Trustee O'Callaghan expressed appreciation towards the Board of County Commissioners for moving forward with the contract approval of the final design services for Turf Field and NCAA track at Carroll Community College. Ms. Patti Davis, Vice President of Administration, shared updates on the timeline and the next steps.

#### IV.F. Planning Advisory Council (PAC)

Trustee Bream reported:

The Planning Advisory Council met on Monday, September 9, 2024.

Mr. Rob Brown, Co-Chair, provided an overview of PAC and its role and introduced new members. Ms. Patti Davis, Vice President of Administration, presented the FY2026 Budget Plan Assumptions. Dr. Michelle Kloss provided an update on the 2025-2029 Strategic Plan development.

The next meeting will be held on Monday, October 7, 2024, in The Bollinger Family Conference Center (K100) at 3:30 P.M.

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

Trustee O'Callaghan reported:

1. 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 August reports are not the audited final statement.

A review of the financial statements for the period ending August 31, 2024 reveals normal and reasonable receipts, disbursements, and encumbrances.

**Recommended Motion:** Trustee Foster moved that the Board acknowledges 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 Nevius-Maurer seconded.

**Motion Status:** Unanimously approved.

2. Approval of Purchase Requisition over \$50,000 - License subscription for VMware. The Board of Trustees Policy requires approval of all Purchase Requisitions amounting to over \$50,000.

VMware vSphere foundation is used by the College for virtualization of servers in the data center. Virtualization optimizes infrastructure costs, availability of resources, increases operational efficiencies, and provides disaster recovery solutions. A 5-year contract will protect the College from future price increases and synchronize with the hardware refresh.

**Recommended Motion:** Trustee Kahlert moved that the Board of Trustees authorize the College to award the renewal of license maintenance in an amount not to exceed \$161,280 to Applied Technology Services Middle River, Maryland MEEC IT Security Services and Solutions #PGCC-20-10. Trustee Foster seconded.

**Motion status:** Unanimously approved.

3. Board policy requires the Board of Trustees to approve the acceptance of all grants. Notice of Grant Award, Maryland State Department of Education, Child Care Career and Professional Development – Revised.

The Maryland State Department of Education has awarded Carroll Community College a Child Care Career and Development Grant of One Hundred Thirty-Five Thousand Five Hundred Ninety-Nine Dollars (\$135,599) for FY2024. This grant aims to support credentialed childcare providers in pursuing college degrees in early childhood education, child development, family studies, or related fields. Since the funds were not fully used in FY2024, the Department is allowing the remaining amount of \$50,576.58 to be spent in FY2025. This is an administrative grant modification to change the grant period. All other conditions remain the same.

**Recommended Motion:** Trustee Nevius-Maurer moved that the Board of Trustees approve the administrative grant modification for the approved FY2024 grant from the Maryland State Department of Education, extending the grant period for the remaining amount of \$50,576.58 through June 30, 2025. Trustee Kahlert seconded.

**Motion status:** Unanimously approved.

4. Board policy requires the Board of Trustees to approve the acceptance of all grants. Notice of Grant Award, Maryland State Department of Education, Child Care Career and Professional Development.

The College has received notice of a Child Care Career and Development Grant from the Maryland State Department of Education to allocate Eighty-Five Thousand Seven Hundred Thirty Dollars (\$85,730) 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 sixteenth year the grant has been received.

**Recommended Motion:** Trustee Nevius-Maurer moved that the Board of Trustees accept the grant from The Maryland State Department of Education in the amount of \$85,730 for FY2025. Trustee Foster seconded.

**Motion status:** Unanimously approved.

5. The Board of Trustees must approve all lease agreements. The Board of Trustees Policy requires approval of any Property Lease Agreement for the operation of the Community College.

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 grant will fund both the equipment for the labs and scholarships, allowing students to participate in the designated programs free of charge for the next three years.

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. After careful consideration and evaluation, the College identified a promising opportunity to lease space from Panther Real Estate LLC at the Coppermine Pantherplex facility (former North Carroll High School) located at 1400 Panther Dr, Hampstead, MD 21074.

The proposed lease agreement with Panther Real Estate LLC offers a cost-effective, flexible, and customizable solution for Carroll Community College's expansion needs. All expenses associated with the lease will be covered using operating funds.

**Recommended Motion:** Trustee Nevius-Maurer moved that the Board of Trustees authorize the College to enter into a 10-year lease agreement with Panther Real Estate LLC with a total 10-year commitment not to exceed \$2,250,000. Trustee Foster seconded.

**Motion Status:** Unanimously approved.

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

Trustee Frager reported:

1. The College proposed one new professional appointment to include Kimberly Davis, Transcript Coordinator, effective, 9/16/2024.

**Recommended Motion:** Trustee Frager moved that the Board of Trustees approve the appointment of Kimberly Davis. Trustee Bream seconded.

**Motion Status:** Unanimously approved.

2. The College proposed one professional change of status, Dr. Tammy Schwaab, as Simulation Director/Professor of Nursing, effective September 19, 2024.

**Recommended Motion:** Trustee Frager moved that the Board of Trustees approve the status change of Dr. Tammy Schwaab, as Simulation Director/Professor of Nursing to become effective September 19, 2024. Trustee Bream seconded.

**Motion Status:** Unanimously approved.

Trustee Frager reported:

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

Trustee Bream reported:

4. The College informed the Board of two employee separations: Margaret Chaney Adkins, effective 9/13/24 and Wendy Houser, effective 11/22/24.
5. 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. Approval of FY2025 Table of Organization for Academic Affairs, Learning, Resources – Revised.

**Recommended Motion:** Trustee Bream moved that the proposed revised FY2025 Table of Organization Chart for Academic Affairs, Learning Resources - Revised be adopted. Trustee Frager seconded.

**Motion Status:** Unanimously approved

## VI. Old Business/New Business

1. Trustee O'Callaghan announced that the Maryland Association of Community Colleges (MACC) calendar indicates the date of the MACC Trustee Leadership Conference is scheduled for January 27, 2025, at the Calvert House in Annapolis. Ms. Lauren Walker will email this calendar to the Trustees and include the date in the Upcoming Meetings and Events section of next month's Board meeting agenda.

## 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 September 18, 2024, Board of Trustees' meeting. Trustee Bream moved to end the September 18, 2024, Board of Trustees' meeting; Trustee Nevius-Maurer seconded.

**Motion status:** Unanimously approved.

## VIII. Adjournment

Trustee O'Callaghan adjourned the meeting at 7:35 P.M.