

**CARROLL COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
MINUTES**

**October 16, 2024  
Approved**

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT-EXCUSED

Diane Foster, Vice-Chairperson

COMMISSIONER LIAISON

The Honorable Kenny Kiler

STUDENT GOVERNMENT

Shanecia Pitterson, SGO President

STAFF PRESENT

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

GUESTS

Katie Orris, CliftonLarsonAllen, LLP  
Chad Lassen, CliftonLarsonAllen, LLP

Board of Trustee Chair, David O’Callaghan called the meeting to order at 5:52 P.M. and led the opening exercises.

Trustee O’Callaghan indicated that the Finance, Facilities and Related Policies Committee exhibit item V.A.1. will be moved to the President’s Report, IV.A.1. on the October 16, 2024, Agenda. Trustee O’Callaghan asked for a motion to approve the amended Agenda. Mrs. Frager moved to approve the October 16, 2024 Agenda as amended; Trustee Bream seconded. The October Agenda was unanimously approved as amended.

Trustee Frager moved that the September 18, 2024, minutes be approved; Trustee Kahlert seconded. The September 2024 minutes were unanimously approved.

IV.A. President’s Report

Dr. Rosalie Mince, President, reported:

1. Dr. Mince welcomed Ms. Patti Davis, Vice President of Administration, to introduce the annual audit presentation.

Ms. Davis introduced Mr. Tim League, Director of Fiscal Affairs, and asked him to make the introductions of his staff and audit presenters.

Mr. League thanked his entire Team and everyone at the College who participated in the FY2024 audit process. He also recognized Ms. Barbie Lim, Controller, and her staff for the exceptional diligence they provide each year.

Mr. League introduced Ms. Katie Orris, Manager and Mr. Chad Lassen, Principal from CliftonLarsonAllen, LLP (CLA).

Mr. Lassen thanked everyone involved for their assistance and responsiveness. Mr. Lassen reported the annual financial audit for FY2024 was complete, and CLA issued an unmodified audit opinion indicating the financial statements were fairly stated in all material respects in accordance with accepted accounting principles.

The Annual 2024 Financial Audit reports were submitted to the Maryland Higher Education Commission within the regulatory deadline.

The Board was given the opportunity to ask questions about the annual audit.

Trustee O'Callaghan acknowledged Ms. Davis, Mr. League and the team for their excellent work on the audit this year.

The Board of Trustees must review and accept the annual audit. Title 16 of the Education Article, Annotated Code of Maryland and Board of Trustees' Policy require an annual audit of the College's accounts by an independent certified public accountant.

The current audit covers the period from July 1, 2023, to June 30, 2024.

**Recommended Motion:** Trustee Nevius-Maurer moved that the Board of Trustees accept the annual audit. Trustee Kahlert seconded.

**Motion Status:** Unanimously approved.

2. Dr. Mince asked Dr. Kelly Koermer, Vice President, Workforce, Business & Community Education (WBCE) to deliver the Workforce, Business & Community Education Enrollment and Revenue Report.

Dr. Koermer reported The Board calendar calls for a Workforce, Business & Community Education Enrollment and Revenue Report in October, based on census data as of the end of the 2024 fiscal year. The report provides revenue, headcount, and full-time-equivalent enrollment of Continuing Education and Training students.

Dr. Koermer recognized Ms. Jean Marriott, Director, WBCE Research and Strategic Analysis, for preparing the outstanding, detailed report.

3. Dr. Mince invited Dr. Michelle Kloss, Vice President, Effectiveness, Integrity, and Accountability to deliver the Fall 2024 Credit Enrollment Analysis.

Dr. Kloss reported the Board calendar calls for a Fall Credit Enrollment Report in October, based on data as of the official census date at the end of the third week of classes. The report provides headcount, full-time-equivalent enrollment, enrollment of recent high school graduates, and the one-year retention rate for students who started at Carroll last fall. Dr. Kloss highlighted several positive data points in the report, including an increase in student enrollment for the third consecutive year.

Dr. Mince invited Dr. Kristie Crumley, Vice President, Academic and Student Affairs and Dean of Faculty to provide an update on dual-enrolled students. Dual-enrolled students are excelling academically at Carroll. The data indicates they choose to come to Carroll at a rate of about 25% and that continues to increase.

The Board Members and Dr. Crumley discussed the topic of underrepresented student populations and strategies for closing the achievement gap for these students.

4. Dr. Mince reviewed the institution's Annual Strategic Initiatives/FY 2025 Task report with the Board.

5. Dr. Mince commented on attending and participating in several events, which are listed in the President's Report section of the October agenda.
6. Dr. Mince invited Ms. Lisa Slappy, Chief Communications and Public Relations Officer, to provide an update. Ms. Slappy provided the Board of Trustees with several noteworthy highlights regarding Carroll Community College in the news. Ms. Slappy shared that Dr. Mince visited every office on campus with a cart full of treats expressing appreciation for the employees' hard work and dedication. In recognition of Boss's Day and in appreciation of their commitment to the College, Board members were presented with a small gift box containing a variety of treats, including apples, oranges, and candy. Ms. Slappy concluded her report by providing an update on the inauguration plans.
7. Dr. Mince invited Mr. Clyde Johnson, Executive Director, Diversity, Equity, Inclusion, and Belonging (DEIB) to provide the monthly update to the Board.

Mr. Johnson informed the Board that the College is hosting 130 high school students on Thursday, October 17 for the Carroll County Public School (CCPS) 2<sup>nd</sup> annual Student Equity Conference. Dr. Cynthia McCabe, CCPS Superintendent and Dr. Mince will provide remarks. Representatives from local four-year institutions, along with staff from Carroll's Admissions office, will be available to answer questions.

8. 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 invited the Board members to a few events, such as the 2024 Scholarship Reception on October 21, at 12:00 p.m. in the Bollinger Family Conference Center. On November 2, the Foundation is hosting the Harden Dedication event on campus in the Littlest Learners Pre-K Lab School, in honor of Dr. Ann Swomley Harden. In addition, he provided an update about the annual Starry Night event on Friday, December 6<sup>th</sup>

Mr. Wantz concluded his report with an update on the various projects and the significant impact of philanthropy at the college.

#### IV.B. Academic Council

Ms. Mary Wallace, Academic Council President reported:

The Curriculum updates have been completed and the proposals in the pipeline will be reviewed at the next Academic Council meeting on Friday, November 1, 2024

#### IV.C. Senate

Ms. Karen Sorrell, Senate President, reported:

The Senate met on Friday, October 11, 2024.

Dr. Mince welcomed the Senators and extended an open invitation to attend various meetings open to all employees, such as the Planning Advisory Council (PAC), Town Hall, the Board of Trustees' dinners and meetings.

Ms. Sorrell introduced the guest speaker, Mr. Dave O'Callaghan, Chairperson, CCC Board of Trustees.

Ms. Sorrell shared updates from the different constituency groups and concluded by communicating the next Senate meeting is scheduled on November 8, 2024.

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, including the formation of the Wellbeing Committee. The events committee is currently busy organizing the Trunk or Treat on October 29 and the student event celebrating Dr. Mince’s Inauguration on November 19. The SGO has a full board of executives and senators who are actively participating in teambuilding exercises to encourage collaboration and communication.

IV.E. Commissioner

The Honorable Kenny Kiler, Commissioner Liaison reported:

Commissioner Kiler shared that the reports presented at this evening’s board meeting answered his questions about Dual Enrollment.

The Commissioner reviewed various county government activities, including the proposed transmission route through parts of the county, the county’s anticipated bond rating, and topics related to solar energy, agriculture, the budget, and county agency relocations.

Dr. Mince expressed gratitude to the Board of County Commissioners for sending Commissioner Gordon to show support and read a proclamation at the Carroll County Women’s Conference on October 15.

IV.F. Planning Advisory Council (PAC)

Trustee Frager reported:

The Planning Advisory Council met on Monday, October 7, 2024.

Dr. Maya Demishkevich delivered the Strategic Marketing presentation including the Strategic Marketing and Brand Management Report. Ms. Lisa Slappy gave a presentation on Communications and Public Relations.

PAC members completed an activity focused on Program Review Executive Summaries. Additionally, members engaged in an exercise in which they aligned PAR indicators with the 2025-2029 Strategic Plan pillars: Learn, Experience and Earn.

Mr. Gregg Bricca shared the Fall 2024 Fall Enrollment Analysis dashboard.

The next meeting will be held on Monday, October 21, 2024, in The Bollinger Family Conference Center (K100) at 3:30 P.M.

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

Trustee Nevius-Maurer reported:

1. The Board of Trustees must review and accept the annual audit. Title 16 of the Education Article, Annotated Code of Maryland and Board of Trustees’ Policy require an annual audit of the College’s accounts by an independent certified public accountant.

The current audit covers the period from July 1, 2023, to June 30, 2024.

**Recommended Motion:** Trustee Nevius-Maurer moved that the Board of Trustees accept the annual audit. Trustee Kahlert seconded.

**Motion Status:** Unanimously approved.

2. 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 September reports are not the audited final statement.

A review of the financial statements for the period ending September 30, 2024, reveals normal and reasonable receipts, disbursements, and encumbrances.

**Recommended Motion:** Trustee Nevius-Maurer moved that the Board acknowledge receipt of the September financial reports. Cumulative financial information will be annually audited, and appropriate responses provided by the external auditors during the annual audit process. Trustee Kahlert seconded.

**Motion status:** Unanimously approved.

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

The College IT Department currently administers the Enterprise Resource Planning System (Colleague) located on campus. The scope of work that Ferrilli will undertake includes comprehensive administration of the application, database, and operating systems related to the Colleague system. This includes continuous 24/7 monitoring and responsive management, monthly database and file maintenance, software updates, installations and upgrades, and system performance tuning and upgrades.

**Recommended Motion:** Trustee Nevius-Maurer moved that the Board of Trustees authorize the College to award a contract for Ferrilli at a cost of \$130,000 over twenty months. Trustee Kahlert seconded.

**Motion status:** Unanimously approved.

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

The State of Maryland, through the Maryland Higher Education Commission (MHEC), has allocated funds in the FY2025 budget for colleges and universities to enhance and refine campus safety and security measures via the FY2025 Campus Safety Grant program. Carroll Community College has been awarded a one-time grant of \$562,500 from this program, funded by MHEC. This grant will substantially enhance our campus security by implementing a state-of-the-art electronic Access Control System (ACS), replacing crucial components of the outdated physical key lock system. The Board approved this grant at the August meeting.

The College is requesting the purchase of consultation, installation, hardware and software services to support this grant.

**Recommended Motion:** Trustee Kahlert moved that the Board of Trustees authorize the College to award the purchase of consultation, installation services, hardware and support in an amount not to exceed \$562,500 using the CCPN Contract to Skyline Technology Solutions. Trustee Nevius-Maurer seconded.

**Motion status:** Unanimously approved.

Trustee Kahlert reported:

1. The Non-Operating Budget Funds were presented to the Board for information.
2. The College will provide a Quarterly Report reflecting items purchased more than \$10,000 not specifically approved by the Board of Trustees. This policy was enacted by the Board of Trustees on November 16, 2005, pursuant to Title 16 of the Education Article and State Procurement Regulations for small procurement processes.

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

Trustee Bollinger reported:

1. The College proposed one new professional appointment to include Barbara Gough, Program Coordinator, Healthcare Training and Animal Science effective October 28, 2024.

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

**Motion Status:** Unanimously approved.

Trustee Bream reported:

2. Two new support staff appointment includes William Martin and Robert Useller, Campus Police Officers, effective September 30, 2024.
3. Several new temporary appointments were provided to the Board for information.
4. The College informed the Board of one employee separation: Stephen Launchi, effective October 11, 2024.

VI. Old Business/New Business

No Old/New Business was brought before the Board.

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 October 16, 2024, Board of Trustees' meeting. Trustee Frager moved to end the October 16, 2024, Board of Trustees' meeting; Trustee Kahlert seconded.

**Motion status:** Unanimously approved.

VIII. Adjournment

Trustee O'Callaghan adjourned the meeting at 7:30 P.M.