

**BOARD OF TRUSTEES
FREDERICK COMMUNITY COLLEGE**

**September 21, 2022
Regular Meeting**

The Board of Trustees of Frederick Community College met in regular session on Wednesday, September 21, 2022 in the Student Center (H202/203). A virtual option to participate was provided. Participating in person were: Trustees Carolyn Kimberlin, Chair; Tom Lynch, Vice Chair; Ellis Barber; Gary Fearnow; Theodore Luck; Dr. April Miller; and Dr. John Molesworth.

Also attending in person were President Dr. Annesa Payne Cheek, Secretary/Treasurer of the Board; Janice Spiegel, Director of Education and Special Initiatives, Office of the County Executive; Edmund O’Meally, PK Law, College legal counsel; Marie Billie, Interim Vice President for Human Resources; Avis Boyd, Chief of Staff to the President; Jerry Boyd, Special Assistant to the President for Institutional Effectiveness; Dr. Nora Clark, Vice President (VP) for Student Affairs; Lewis Godwin, Chief of Operations (COO); Deborah Powell, Executive Director for the Office of Institutional Advancement and the FCC Foundation; Adam Reno, Interim Director of Technology/Chief Information Officer (CIO); Amy Stake, Interim VP for Finance; Caroline Cole, Director of Communications to the President; Dr. Molly Carlson, Associate Vice President (AVP) for Continuing Education and Workforce Development; Dr. Gohar Farahani, Executive Director, Planning and Institutional Effectiveness; Brian Holt, Support Staff Association (SSA) Executive; Dr. Vell Lyles, AVP for Strategic Enrollment and Innovation; Dr. Benita Rashaw, AVP for Student Affairs; Jillian Atelsek, Education Reporter from the Frederick News-Post; and Kari Melvin, Recording Secretary.

Participating virtually were Dr. Tony Hawkins, Provost/Executive Vice President (EVP) for Academic Affairs, Continuing Education, and Workforce Development (AACEWD); Mary Rolle, Chair, Faculty Association (FA); Frank Seidel, Secretary, FA; Sheri Bailey, SSA Executive; Dr. Kevin Martin, Administrative Staff Association (ASA) Executive; Evan Evans, Chair, College Senate; Robin Shusko, Vice Chair, College Senate; and Alexandra Alward, Student Government Association (SGA) President.

CALL TO ORDER

The meeting was called to order by Board Chair Kimberlin at 4:30 p.m.

ESTABLISHMENT OF QUORUM

President Cheek confirmed the presence of a quorum of the Board.

APPROVAL OF MINUTES

The Chair called for approval of the minutes of the August 17, 2022 regular meeting. Vice Chair Lynch identified two edits: “Carl & Norma Children’s Center” to “Carl & Norma Miller Children’s Center” and “Chair Lynch” to “Vice Chair Lynch.”

On a motion made by Vice Chair Lynch and seconded by Trustee Luck, the Board unanimously approved the August 17, 2022 regular meeting minutes, as amended.

PRESIDENT’S REPORT

President Cheek reported that she has been very active on and off campus since the last Board meeting. She had lunch with Trustee Molesworth and the President and select Officers of the noon Frederick Rotary Club in preparation for her speaking engagement in October. She thanked Trustee Molesworth for arranging that. President Cheek also attended the monthly meeting of the Maryland Council of Community College Presidents and held meetings with Dr. Andrea Chapdelaine, President of Hood College, and with Frederick County Public Schools Superintendent Dr. Cheryl Dyson and her Chief of Staff,

Dr. Sarah Sirgo. Tomorrow, she and Vice Chair Lynch will be meeting with the Frederick County Chamber of Commerce Board of Directors.

President Cheek then shared photos of several other events and activities she attended, namely, the guest speaker at the Frederick County Chamber S.H.E. Week, visited two nursing classes at the invitation of Assistant Professors Jessica Ligsay and Heidi Bresee, whom she gratefully thanked, breakfast with Chair Kimberlin and Nick Diaz, former Chair of the Board from 2009-2011 and Trustee for 15 years, as well as attending New Student and Parent Convocation, the Welcome Back Celebration, Pizza with the President, the FCC Volunteer Fair, the SGA Meet and Greet, the ASL Interpreter Graduation Ceremony with Chair Kimberlin, Faculty Chat with Cheek, the Great Frederick Fair Governor's Day Luncheon with Chair Kimberlin, the 14th Annual Latino Festival, the Annual FCC Foundation Golf Tournament, the 7th FCC Hall of Fame Induction Ceremony, and meetings with the Transition Advisory Team.

INFORMATION/DISCUSSION ITEMS

Review of Board of Trustees Bylaws (Sections I, II, and III) – Chair Kimberlin led a discussion on Sections I, II, and III of the Board of Trustees Bylaws. Trustees identified revisions, which will be presented in redline at the next meeting.

This item was presented for discussion only – no action was taken or requested.

Enrollment Update – VP Clark and AVP Carlson presented an Enrollment Update, which Trustees received in their meeting packet. Credit Enrollment Trends (Fall 2017-Fall 2022) include: student headcount decreased 6.6% since 2017 and increased 8% compared to last year; adult student enrollment (age 18+) continues to decline, while enrollment of younger students (age 17 and under) continues to increase; enrollment of White students continues to decline while enrollment of students of Black/African American and Hispanic

heritage continues to increase; 57% of students enrolled the previous semester and returned during the fall; 40% of students are full-time and 60% are part-time (excluding dual enrollment); 71.6% of full-time students are enrolled in a combination of learning modalities while enrollment for part-time students is more equally distributed between face-to-face learning (34.5%) and a combination of learning modalities (30.5%); overall, dual enrollment has increased 85% since fall 2017; high school-based dual enrollment has increased 104% for the same period; 26% of the Frederick County Public Schools (FCPS) graduating Class of 2022 enrolled at FCC; during the peak of COVID, enrollment for Black/African American, White, and traditional-age students declined, while enrollment for Hispanic and high school-based dual enrollment students increased; and Continuing Education and Workforce Development student enrollment declined during COVID and appears to be recovering. A copy of the presentation is available from the President's Office.

Trustees engaged in a discussion regarding the growth of dual enrollment. President Cheek noted that the percentage of dual enrollment students is high compared to other institutions nationally. VP Clark was asked to obtain information on when dual enrollment was fully implemented and how many students matriculated to FCC and completed successfully. President Cheek stated that the Memorandum of Understanding with FCPS for dual enrollment has expired, but the agreement will continue under the current terms until President Cheek and FCPS Superintendent Dyson consider any implications of the *Blueprint for Maryland's Future* before making decisions.

President Cheek stated there is a need to understand who is enrolling, as well as who isn't and why. The age demographic is diverse, and the College can zero in and align workforce needs for major employers. The poverty rate in Frederick is low, but data

indicates one-third fall into the ALICE (Asset Limited, Income Constrained, Employed) population. We need to know how to meet them where they are.

VP Clark shared that the Student Affairs Team created a QR Code to a survey for students that asks how the College can help them. The results are reviewed and addressed daily. The College also awarded direct aid to students and student debt relief between 2020 and 2022. A significant number (70%) of students have persisted.

There was also discussion regarding the decline in workforce enrollment from 2017 to 2018. This was due to a significant shift in Business Solutions contract training and a reduction in the number of contracts awarded.

This item was presented for information only – no action was taken or requested.

Middle States Reaccreditation – Special Assistant Boyd presented this item. FCC is accredited by the Middle States Commission on Higher Education (MSCHE or the Commission). The College received its initial accreditation in 1971 and was reaccredited every ten years thereafter. The College accreditation was reaffirmed on June 23, 2016. In 2017, a new accreditation process and timeline was implemented. The accreditation timeline was moved from every ten years to every eight years. The process was streamlined as well, and now has three major components.

The first component is the Annual Institutional Update (AIU). The AIU is comprised of financial and student achievement data. The College received notification from MSCHE in July that the AIU Portal would be opened on Monday, August 20, 2022, and would close on Wednesday, September 20, 2022.

The second major component of the new accreditation process is the Mid-Point Peer Review (MPPR). The MPPR is a peer review of the accumulated financial data and student achievement data submitted by the College through a five-year series of AIUs. The MPPR

allows the Commission to confirm that the data does not raise concerns about the ability of the College to continue to meet the expectations of the MSCHE Standards and Requirements of Affiliation. MSCHE is currently evaluating the MPPR to consider improvements to the process based on feedback from institutional representatives, peer evaluators, and Commissioners. That evaluation is ongoing, and as a result, institutions with an MPPR scheduled for 2021 and 2022 have been delayed. FCC was scheduled for its MPPR in 2021 and is therefore delayed.

The third major component of the revised accreditation process is the institutional self-study and the MSCHE visiting team site visit. The institution will conduct a Self-Study Evaluation in accordance with the assigned accreditation review cycle. The Self-Study will require that the College engage in an in-depth, comprehensive, and reflective assessment process to assess the educational quality of the College and success in meeting its mission, as well as identify institutional priorities and opportunities for improvement and innovation. Through an inclusive process, the College must provide evidence and document compliance with the Commission's standards for accreditation, requirements of affiliation, policies and procedures, and applicable federal regulatory requirements. The College FY 2024-2025 reaccreditation process has been initiated.

Special Assistant Boyd outlined the reaccreditation timeline which Trustees received in their meeting packet. It was noted that accreditation is not regional, but the MSCHE visiting team members are regional and from community colleges.

This item was presented for information only – no action was taken or requested.

ACTION ITEM

Approval of the 2022 Performance Accountability Report to MHEC – Special
Assistant Boyd presented this item. He thanked Executive Director Farahani for leading

the development of this report. The 2022 Performance Accountability Report (PAR) was distributed to the Trustees in their meeting packet.

Sections §11-304 through § 11-308 of the Education Article of the Annotated Code of Maryland require that every year the president of each public institution of higher education shall submit to its governing board a written report on the attainment by the institution of the objectives in the performance accountability plan of the institution. The governing boards of each postsecondary institution will then submit to the Maryland Higher Education Commission (MHEC) a performance accountability plan and an annual report on the progress toward the goals of that plan. These reports are used to provide information for the MHEC Data Book. MHEC uses them for research to conduct an analysis and identify common trends. The reports also go to the Governor and the Maryland General Assembly for review to inform major trends and movements in higher education.

The College received a memorandum from MHEC on April 19, 2022 that provided guidelines for the development of the 2022 PAR. According to MHEC, the 2021-2022 Performance Accountability report cycle aligns with the final year of the *Maryland State Plan for Postsecondary Education 2017-2021, Student Success with Less Debt (MSP)*. Each accountability report should contain narrative discussing successes and challenges in meeting the goals, objectives, and performance measures that align with the goals of the MSP. Institutions were also encouraged to discuss the ongoing effects of the COVID-19 pandemic on the 2021-2022 reporting cycle. This year, MHEC requested that the College respond to the following two prompts for the institutional response: What is the biggest challenge your institution faces as it attempts to equitably meet the goals, objectives, and performance measures in the 2017-2021 State Plan for Postsecondary Education?; and has

your institution used disaggregated data to identify equity issues in students' educational opportunities and outcomes? If so, how has this disaggregation of data provided insight into your institution's educational equities and inequities? If not, what data has been used to understand student outcomes?

The 2022 PAR for FCC presents data and describes efforts that support the commitment of the College to the goals and objectives of the MSP and the College strategic plan *FCC Forward, 2020-2025*. The report provides data on the status of the progress the College has made toward the Access, Success, and Innovation Goal indicators provided by MHEC, and responds to the requested prompts.

It is important to note that each college in the state develops its own five-year benchmarks for the MHEC indicators that are used for their PAR reports. On September 13, 2021, the Board of Trustees reviewed and approved the benchmarks the College used for the 2021 and 2022 PARs, and will be using for the next three years. The benchmarks are set to be achieved by 2025 when the College will submit the final report on the Key Performance Indicators to MHEC.

Special Assistant Boyd provided highlights of the report. He noted that the data is always two years behind and the benchmarks were developed during the pandemic with the intent to reach where we were in 2019. FCC has met 13 of its benchmarks after a year and is striving to meet the other 32 benchmarks by 2025. Overall, enrollment is down fall 2019 to spring 2022, but up 8% for fall 2022. Enrollment is down for many Continuing Education and Workforce Development (CEWD) courses and should be monitored since they are all far from achieving benchmarks. COVID heavily influenced CEWD. There is still an equity gap in persistence and graduation/transfer rates. The persistence and graduation/transfer rates are a few percentage points lower than the associated

benchmarks. Most of the benchmarks are set to be reached for the cohort who began in fall 2021 and we have fall 2022, fall 2023, and fall 2024 to help them persist, graduate, or transfer to influence the benchmarks that were set for 2025.

Special Assistant Boyd recommended approval of the 2022 Performance Accountability Report to MHEC.

Trustees discussed the results of the report and some of the findings were highlighted. First-time credit students with developmental education needs dropped from 28.7% in fall 2018 to 15.6% in fall 2021. Pell grant recipients in the fall 2020 cohort had the highest percentage (64.9%) for fall-to-fall retention. The income growth of career program graduates for FY 2018 graduates went from \$22,752 one year prior to graduation to \$44,552 three years after graduation. It was noted this is a great return on investment.

Vice Chair Lynch commented that the formatting on the indicators and benchmarks needed to be corrected as some words had letters cut off. It was identified that the native file is a spreadsheet from MHEC that is submitted to them electronically.

On a motion made by Vice Chair Lynch and seconded by Trustee Miller, the Board unanimously approved the report, as presented.

TRUSTEE COMMENTS

Trustee Miller said she loved the presentation during the President's Report. She expressed appreciation for President Cheek and commented that her energy and new perspective is beautiful to see. Trustee Miller then commented to Vice Chair Lynch that he is very much missed on the Interagency Internal Audit Authority with his editing skills.

Chair Kimberlin congratulated Trustees Miller and Molesworth for their work on President Cheek's transition to the community. She echoed Trustee Miller's comments regarding President Cheek's energy and commented that she has never seen a convocation

like the one last month. Chair Kimberlin expressed appreciation to all involved for an incredible program. Chair Kimberlin said that the ASL Interpreter Graduation Ceremony was incredible, and she thanked both the graduates and the faculty who teach those courses. She then passed out to each Trustee a set of *The Carver Policy Governance Guide Series on Board Leadership* and encouraged Trustees to read them when they could. The guides detail the relationship between Carver's Policy Governance model and community colleges.

ADJOURNMENT

The regular meeting adjourned at 6:15 p.m.

NEXT MEETING

The next regular meeting of the Board will be held on Wednesday, October 19, 2022.

Dr. Annesa Payne Cheek
Secretary/Treasurer

Prepared by Kari Melvin
Office of the President
Frederick Community College