

**BOARD OF TRUSTEES
FREDERICK COMMUNITY COLLEGE**

**April 19, 2023
Regular Meeting**

The Board of Trustees of Frederick Community College met in regular session on Wednesday, April 19, 2023 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; Gary Fearnow; and Dr. John Molesworth. Trustee Ellis Barber was unable to attend. Former Trustee Dr. April Miller's position is currently vacant.

Also attending in person were President Dr. Annesa Payne Cheek, Secretary/Treasurer of the Board; Edmund O'Meally, PK Law, College legal counsel; Marie Billie, Interim Vice President (VP) for Human Resources; Avis Boyd, Chief of Staff to the President; Jerry Boyd, Special Assistant to the President for Institutional Effectiveness; Dr. Nora Clark, VP for Student Affairs; Dr. Maryrose Eannace, Interim Provost/Executive Vice President (EVP) for Academic Affairs, Continuing Education, and Workforce Development (ACEWD); 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; Dr. Molly Carlson, Associate Vice President (AVP) for Continuing Education and Workforce Development; Dr. Benita Rashaw, AVP for Student Affairs; Elizabeth Duffy, Executive Director for Dual Enrollment; Fred Hockenberry, Executive Director of Auxiliaries, Procurement and Special Projects; Nichole Pollard, Director of Financial Aid; Diana Oliver, Human Resources Manager;

Caroline Cole, Director of Communications to the President; Theresa Dorsey, Administrative Coordinator, President’s Office; and Kari Melvin, Recording Secretary.

Participating virtually were Trustee Theodore Luck; Janice Spiegel, Special Projects Manager/Budget Office Frederick County Government; Laura Cordova, Chair, Faculty Association (FA); Sheri Bailey, Support Staff Association (SSA) Executive; Dr. Kevin Martin, Administrative Staff Association (ASA) Executive; Evan Evans, Chair, College Senate; Robin Shusko, Vice Chair, College Senate; Alex Alward, Student Government Association (SGA) President; Pamela Murphy, Labor Relations Specialist; Dr. Sandy McCombe Waller, AVP for Academic Affairs/Dean of Health, Business, Technology & Science; and John Anzinger, Director of Capital Planning and Project Management.

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 March 4, 2023 Board retreat.

On a motion made by Vice Chair Lynch and seconded by Trustee Molesworth, the Board approved the March 4, 2023 Board retreat minutes 5-0-1, as presented, with Trustee Barber absent.

The Chair called for approval of the minutes of the March 9, 2023 joint meeting with the Frederick County Public Schools (FCPS) Board of Education. Vice Chair Lynch noted a correction to Chair Kimberlin’s name.

On a motion made by Vice Chair Lynch and seconded by Trustee Molesworth, the Board approved the March 9, 2023 joint meeting with the FCPS Board of Education minutes 5-0-1, as corrected, with Trustee Barber absent.

The Chair called for approval of the minutes of the March 15, 2023 regular meeting.

On a motion made by Vice Chair Lynch and seconded by Trustee Fearnow, the Board approved the March 15, 2023 regular meeting minutes 5-0-1, as presented, with Trustee Barber absent.

PRESIDENT'S REPORT

President Cheek reported on meetings and events since the March 2023 Board meeting, namely, the monthly meeting of the Maryland Council of Community College Presidents, lunch with former Senator Ron Young, a visit to the State House with her children at the invitation of Delegate Karen Simpson, a private reception for the African American Resources Cultural and Heritage Society (AARCH), the Career Fair co-sponsored by FCC Career and Academic Planning Services (CAPS), FCPS and Frederick County Workforce Services, the Black Student Union event in honor of Women's History Month, a breakfast hosted by the Mid-Atlantic Center for Emergency Management and Public Safety to celebrate a milestone for the FCC Emergency Management Track I, FEMA Independent Study Program, the American Association of Community Colleges annual convention in Denver, Colorado, the monthly meeting with County Executive Fitzwater, dinner and a tour of the Monroe Center for members of the Frederick County State Delegation, the Celebration of Excellence ceremony, and FCC Foundation Finance and Executive Committee meetings.

CONSENT ITEMS

Pursuant to the Board of Trustees Bylaws, the Board may make one motion and hold one vote for all items designated as consent items on the monthly Board agendas. Any Board member, who for any reason, wants to discuss an item or needs to recuse themselves from voting on an item, may remove the item from the consent list and it will be dealt with as a regular action item. The following items were submitted as consent items and distributed to the Trustees in their meeting packet:

- Approval of Piggyback Contract with Fisher Scientific Education in the amount of \$60,000 for a QuantStudio Absolute Q Digital PCR System; Piggyback of Omnia Contract 2021002889**
- Approval of Piggyback Contract with Dell Inc., for 122 Dell Optiplex All-in-One PCs, and 16 small form factor PCs and monitors, in the amount of \$161,275.40; Piggyback of the Maryland Education Enterprise Consortium (MEEC) Contract #UMD-972016**
- Approval of Piggyback Contract with Daly, for core network switches used for connectivity between buildings on campus, in the amount of \$111,703.30; Piggyback of the Maryland Education Enterprise Consortium (MEEC) Contract #UMD-972016**

Chair Kimberlin asked if any Board member wanted to remove an item from consent. Hearing none, she asked for a motion for approval.

On a motion made by Vice Chair Lynch and seconded by Trustee Fearnow, the Board approved the consent items 5-0-1, as presented, with Trustee Barber absent.

INFORMATION ITEMS

Enrollment Update – VP Clark and AVP Carlson presented this item. For credit enrollment spring 2022 to spring 2023, overall enrollment is up by 17%; credit non-dual enrollment is up by 9%, and dual enrollment is up by 34%. Adult learner (25+) enrollment is up 4%. Male enrollment is up by 22% and female enrollment is up by 13%. Readmitted students are up by 113%. New, first-time to FCC delayed matriculants are up by 90%.

For dual enrollment spring 2022 to spring 2023, dual enrollment increased by 34%. High-School Based Dual Enrollment increased by 37%; Open Campus increased by 19%; and Early College increased by 28%. Students of Color increased by 48% and white students increased by 29%. Females increased by 33% and males by 35%.

There is a 24% increase in monthly admissions applications for the 2023 cycle.

For Continuing Education and Workforce Development, unduplicated headcount is up 5% from FY 2022 and course enrollments are up 8% from FY 2022.

A copy of the presentation is available from the President's Office.

There was discussion about how FCC compares in enrollment to other Maryland community colleges, dual enrollment, and the capacity of the Early College program.

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

Year-to-Date Financial Report through the Quarter Ending March 31, 2023 – Interim VP Stake presented this item and went through the report in detail with the Board.

A copy of the report is available from the President's Office.

There was discussion regarding the indirect cost reimbursement formula for the auxiliaries. FCC is working with the auditors on a better calculation which should be finished in time for the FY 2024 budget submission.

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

ACTION ITEMS

Approval of Renewal of FY 2024 Group Health, Prescription Drug, Dental, and Vision Insurance – Interim VP Billie presented this item. An award to Aetna for the Group Health, Prescription Drug, Dental, and Vision insurance for eligible FCC employees was effective on July 1, 2021 based on RFP #21-HR-02. This award could be renewed annually for up to four additional years. This is the second renewal year and includes an 8.9% increase to group health and prescription drug and a 4% increase to dental premiums. There is no change in the premiums for vision.

Based on this award with Aetna, the College will continue to offer two health insurance plans, which include a high deductible plan and an in-network plan.

For the high deductible plan, the College will continue to contribute to a Health Savings Account (HSA) for each enrolled employee. Historically, since the high deductible plan went into effect, the College has contributed to both the HSA and the in-network plan.

The premiums for the renewal of the health, prescription drug, dental, and vision insurance plans with Aetna and the calculation for the employer and employee contributions were provided to Trustees in their meeting packet.

The College also recommends the continuation of the opt-out incentive to employees who do not elect FCC health insurance coverage.

For FY 2024, total health insurance cost is estimated at \$5.8M with employees contributing \$1M and the College contributing \$4.8M. The employer health cost increase from FY 2023 to FY 2024 is estimated to be \$328K.

On a motion made by Trustee Molesworth and seconded by Trustee Luck, the Board approved the renewal with Aetna for FY 2024, the continued opt-out incentive, and employer/employee contributions 5-0-1, as presented, with Trustee Barber absent.

Approval of Piggyback Contract with MetLife in the amount of \$109,328.07;

Piggyback of Montgomery County, Maryland Contract #1084728 for Basic Life and AD&D Insurance and Contract #1084732 for Long Term Disability Insurance – Interim VP Billie presented this item. This request is for a piggyback with Metropolitan Life Insurance Company (MetLife) through Montgomery County contract no. 1084728 for Basic Life and AD&D Insurance in the amount of \$65,332.27 and Montgomery County contract no. 1084732 for Long Term Disability Insurance in the amount of \$43,995.80.

The piggyback is for six months (7/1/23 – 12/31/23) to allow a broker to lead the RFP process in the fall of 2023. MetLife has agreed to hold our current rates for the duration of these piggyback contracts. There have been no rate increases since 2020.

The combined cost of this purchase is \$109,328.07 and funds are available in the FY 2024 operating budget.

On a motion made by Trustee Fearnow and seconded by Trustee Molesworth, the Board approved the piggyback with MetLife 5-0-1, as presented, with Trustee Barber absent.

Approval of Substantial Modification to Health and Exercise Sciences Area of Concentration within the Arts & Sciences A.A. – Interim Provost/EVP Eannace presented this item. The following proposal has been approved by the Curriculum Committee. The proposed updated programs are designed to prepare students for successful employment in the Health and Fitness industry as well as increase transferability to four-year institutions. The curriculum for both the Area of Concentration (AOC) and Certificate is being redesigned to align with the Standards and Guidelines set forth by the Committee on Accreditation for the Exercise Sciences (CoAES) under the Commission on Accreditation of Allied Health Educations Programs (CAAHEP) to meet standards of quality. This will allow both pathways to apply for and obtain CAAHEP Accreditation.

In summary, five courses have been added to the program totaling 15 credits, three courses have been removed totaling five credits, and the 10 elective credits have been removed. Although the total number of concentration course credits remained the same, the Maryland Higher Education Commission (MHEC) factors the credits removed and the credits added into the percentage change. Based on these MHEC regulations, the total credit change in the proposed AOC concentration courses equals 30, which divided by the total concentration course credits in the current AOC of 28, is a 107% change. MHEC considers program changes that are greater than 33% of the departmental requirements/ concentration courses a substantial modification, which requires a program proposal and the approval/endorsement of the Board of Trustees prior to submission to MHEC. A chart outlining the changes was provided to Trustees in their meeting packet.

On a motion made by Vice Chair Lynch and seconded by Trustee Molesworth, the Board approved the substantial modification to the Health and Exercise Sciences Area of Concentration within the Arts & Sciences A.A. 5-0-1, as presented, with Trustee Barber absent.

Approval of Substantial Modification to Fitness/Personal Trainer Certificate –
Interim Provost/EVP Eannace presented this item. The following proposal has been approved by the Curriculum Committee. The proposed updated programs are designed to prepare students for successful employment in the Health and Fitness industry as well as increase transferability to four-year institutions. The curriculum for both the Area of Concentration (AOC) and Certificate is being redesigned to align with the Standards and Guidelines set forth by the Committee on Accreditation for the Exercise Sciences (CoAES) under the Commission on Accreditation of Allied Health Educations Programs (CAAHEP)

to meet standards of quality. This will allow both pathways to apply for and obtain CAAHEP Accreditation.

In summary, four courses have been added to the program totaling 12 credits, three courses have been removed totaling five credits, and the credits have decreased in one course by one credit. Although the total number of credits only increased by six, MHEC factors the credits removed and the credits added into the percentage change. Based on these MHEC regulations, the total credit change in the proposed certificate equals 18, which divided by the total credits in the current certificate of 22, is an 82% change. MHEC considers program changes that are greater than 33% of the departmental requirements/ concentration courses a substantial modification, which requires a program proposal and the approval/endorsement of the Board of Trustees prior to submission to MHEC. A chart outlining the changes was provided to Trustees in their meeting packet.

There was discussion regarding this modification providing a greater chance for success in obtaining employment and better transfer opportunities for pre-health students.

On a motion made by Vice Chair Lynch and seconded by Trustee Luck, the Board approved the substantial modification to the Fitness/Personal Trainer Certificate 5-0-1, as presented, with Trustee Barber absent.

Approval of Recommendation to Award – RFB 23-CPPM-02 for Parking Lot Repairs and Resurfacing Lots 6, 7, and 8 to Image Asphalt Maintenance, Inc for \$334,300 plus a 10% contingency fee of \$33,430 to cover any unforeseen or hidden conditions, for a total project cost of \$367,730 – COO Godwin presented this item. The College solicited bids from qualified contractors for construction services related to the Parking Lot Repairs and Resurfacing Lots 6, 7, and 8 project. The renovations are intended to provide improved facilities. The project consists of milling and resurfacing Parking Lots 6, 7 and 8, totaling

approximately 14,000 square yards, and six full depth patches in several locations around campus. The scope of work includes, but is not limited to, two inch milling of Parking Lots 6, 7, and 8, and full depth repairs of indicated areas, removal and disposal of debris, repaving areas indicated, and repainting traffic markings of all affected work areas. Millings will remain on-site and the contractor will spread and roll in the identified location. The campus will remain open during this work, and appropriate traffic controls will be provided by the contractor. The tentative project start date is May 22, 2023.

A formal request for bids (RFB) was advertised on eMaryland Marketplace Advantage and posted to the College Bid Board. A pre-bid conference and site inspection were conducted. Answers to requests for information (RFIs) submitted by potential bidders were addressed in addenda to the RFB. Bidders were requested to bid a base bid for Lots 6, 7, and 8, and a base bid for full depth repairs. Ten bids were received. One contractor was allowed to withdraw their bid due to a bona fide error in the preparation of their bid, as allowed per the RFB solicitation document. Image Asphalt Maintenance, Inc. was the low responsive bidder.

On a motion made by Vice Chair Lynch and seconded by Trustee Fearnow, the Board approved the award to Image Asphalt Maintenance, Inc. 5-0-1, as presented, with Trustee Barber absent.

Approval of Recommendation to Award – RFB 23-CPPM-03 for Sealcoating and Restriping to Image Asphalt Maintenance, Inc for \$111,900, plus a 5% contingency fee of \$5,595 to cover any unforeseen or hidden conditions, for a total project cost of \$117,495 –
COO Godwin presented this item. The College solicited bids from qualified contractors for construction services related to the Sealcoating and Restriping project. The renovations are intended to provide improved facilities. The project consists of asphalt crack sealing,

sealcoating, and repainting all markings (including the motorcycle safety course markings) in the Visitor Parking Lot, Parking Lot 1, Staff Parking Lot, Parking Lot 2, Parking Lot 3, and Parking Lot 9, as well as the Receiving drive at the Student Center, the road and circle adjacent to the Parking Deck and the Conference Center, the roadway on the east side (rear) of Building F, and the roadway leading to the north side of Building L. The total surface area is approximately 325,000 square feet or 36,000 square yards. The campus will remain open during this work and appropriate traffic controls will be provided by the contractor. The tentative project start date is May 22, 2023.

A formal request for bids (RFB) was advertised on eMaryland Marketplace Advantage and posted to the College Bid Board. A pre-bid conference and site inspection were conducted. Answers to requests for information (RFIs) submitted by potential bidders were addressed in addenda to the RFB. Bidders were requested to bid a base bid for sealcoating and a base bid for restriping and painting. Five bids were received and two were deemed non-responsive. Image Asphalt Maintenance, Inc. was the low responsive bidder.

On a motion made by Trustee Molesworth and seconded by Trustee Fearnow, the Board approved the award to Image Asphalt Maintenance, Inc. 5-0-1, as presented, with Trustee Barber absent.

Approval of Contract Amendment #1 for Additional Charter Bus Transportation Services from Wolf's Bus Lines, Inc. in the amount of \$55,000 – COO Godwin presented this item. The College awarded a contract to Wolf's Bus Lines, Inc. on June 16, 2021 to provide charter bus transportation service for the College athletic teams, local or regional student sponsored trips, local or regional trips for the Institute for Learning in Retirement (ILR) program participants, academic trips in support of credit or non-credit classes and

trips, and for transportation needed for administrative purposes. The Board approved the recommendation to award RFP #21-OP-01 for Charter Bus Transportation Service to Wolf's Bus Lines, Inc. in an amount not to exceed \$75,000, for the initial contract term of one year, from July 1, 2021 through June 30, 2022, and up to four additional one-year renewal options under the same terms and conditions as long as funds are available for this purpose.

The initial amount of the contract award was based on past travel for student travel and athletics dating back to pre-pandemic patterns. Overall transportation costs this fiscal year have been impacted by several factors: increased use of charter bus services (up 36%), especially by Athletics; increased use of transportation services by Academics, including charter bus services; and allowable surcharges to offset increased diesel fuel costs for charter bus services. Based on tracking and calculations provided by the College Communications and Transportation Manager, the total contract amount for Wolf's Bus Lines, Inc. should be increased by \$55,000 to cover all potential charges. Funds for the additional services are available in the Rentals and Leases budgets of the authorized budget approvers for transportation requests, as per the College Travel and Transportation Policy.

On a motion made by Trustee Molesworth and seconded by Trustee Luck, the Board approved the contract amendment with Wolf's Bus Lines, Inc. 5-0-1, as presented, with Trustee Barber absent.

TRUSTEE COMMENTS

Vice Chair Lynch said he enjoyed the event with members of the Frederick County Delegation at the Monroe Center and the Celebration of Excellence Ceremony and it was a very special week for FCC.

Chair Kimberlin thanked Vice Chair Lynch for chairing the meeting last month and for filling in for her at the Celebration of Excellence. She congratulated all who were recognized at the Celebration of Excellence and thanked everyone for all they do for FCC.

Trustee Luck expressed kudos to FCC for the course modifications this evening, adding that any time a program is made more relevant and an avenue into the workforce is great.

ADJOURNMENT

On a motion made by Trustee Molesworth and seconded by Trustee Fearnow, the Board approved to adjourn the meeting 5-0-1 at 5:31 p.m., with Trustee Barber absent.

NEXT MEETING

The next regular meeting of the Board will be held on Wednesday, May 24, 2023.

**Dr. Annesa Payne Cheek
Secretary/Treasurer**

**Prepared by Kari Melvin
Office of the President
Frederick Community College**