

**BOARD OF TRUSTEES
FREDERICK COMMUNITY COLLEGE**

**March 9, 2022
Regular Meeting**

The Board of Trustees of Frederick Community College met in regular session on Wednesday, March 9, 2022 in the Chris T. Matthews Board Room (A201). A virtual option to participate was provided. Participating in person were: Trustees Tom Lynch, Chair; Carolyn Kimberlin, Vice Chair; Ellis Barber; Gary Fearnow; Theodore Luck; Dr. April Miller; and Dr. John Molesworth. Also attending in person were Edmund O’Meally, PK Law, College legal counsel; and Kari Melvin, Recording Secretary.

Participating virtually were Interim President Dr. Thomas Powell, Secretary/Treasurer of the Board; Janice Spiegel, Director of Education and Special Initiatives; Jerry Boyd, Special Assistant to the President for Institutional Effectiveness; Dr. Nora Clark, Vice President (VP) for Student Affairs; Lewis Godwin, Chief of Operations; Dr. Tony Hawkins, Provost/Executive Vice President (EVP) for Academic Affairs, Continuing Education, and Workforce Development (AACEWD); Adam Reno, Interim Director of Technology/Chief Information Officer; Amy Stake, Interim VP for Finance; Fred Hockenberry, Executive Director of Auxiliaries; Caroline Cole, Director of Communications to the President; Diana Oliver, Director of Human Resources; Deborah Powell, Executive Director for the Office of Institutional Advancement and the FCC Foundation; Dr. Sarah Bigham, Professor, Education; Magin LaSov Gregg, Associate Professor, English; Josiah Hartley, Associate Professor, Mathematics; Dr. Tracy Parker, Professor, Program Manager, Paralegal; Frank Seidel, Vice Chair, Faculty Association (FA); Robin Shusko, Vice Chair, College Senate; Shelby Carmon, Support Staff Association (SSA) Executive; Karen Santelli, SSA Executive and College Senate Secretary;

Traci Lowrey, Administrative Staff Association (ASA) Executive; Alan Whelan, President, Student Government Association (SGA); Dr. Candice Baldwin, AVP for Student Success; and Dr. Kevin Martin, Senior Researcher for Institutional Effectiveness.

CALL TO ORDER

The meeting was called to order by Board Chair Lynch at 5:32 p.m.

ESTABLISHMENT OF QUORUM

Interim President Powell confirmed the presence of a quorum of the Board.

APPROVAL OF MINUTES

The Chair called for approval of the minutes of the February 7, 2022 special meeting.

On a motion made by Vice Chair Kimberlin and seconded by Trustee Molesworth, the Board unanimously approved the February 7, 2022 special meeting minutes, as presented.

The Chair called for approval of the minutes of the February 8, 2022 special meeting.

On a motion made by Trustee Barber and seconded by Trustee Luck, the Board unanimously approved the February 8, 2022 special meeting minutes, as presented.

The Chair called for approval of the minutes of the February 9, 2022 special meeting.

On a motion made by Trustee Molesworth and seconded by Trustee Fearnow, the Board unanimously approved the February 9, 2022 special meeting minutes, as presented.

The Chair called for approval of the minutes of the February 11, 2022 special meeting.

On a motion made by Trustee Molesworth and seconded by Trustee Fearnow, the Board unanimously approved the February 11, 2022 special meeting minutes, as presented.

The Chair called for approval of the minutes of the February 16, 2022 regular meeting.

On a motion made by Trustee Luck and seconded by Vice Chair Kimberlin, the Board unanimously approved the February 16, 2022 regular meeting minutes, as presented.

CHAIR'S REPORT

Chair Lynch commented on the gathering this morning for the Ukraine Fundraising Day. He thanked everyone who attended and announced that as of this evening, FCC has raised over \$15,000 to help provide relief to the Ukrainian people. Chair Lynch asked everyone to observe a moment of silence. He then recited the Ukrainian National Anthem.

INTERIM PRESIDENT'S MONTHLY REPORT

Interim President Powell overviewed the spring 2022 credit enrollment report, which Trustees received at the meeting this evening. He then announced that the deadline to spend the Higher Education Emergency Relief Funds has been extended to June 2023. Interim President Dr. Thomas Powell, Provost/EVP Dr. Tony Hawkins, Associate Vice President for Academic Affairs/Dean of Liberal Arts Dr. Brian Stipelman, and Executive Director, Planning and Institutional Effectiveness Dr. Gohar Farahani recently participated in a Zoom interview with representatives from the Aspen Institute. We expect to hear whether we made it to the finalists stage this summer. Our Spring Convocation and Celebration of Excellence has been rescheduled for Friday, April 8 from 10:30 a.m. to 12:00 p.m. in the Athletics Center. FCC will hold a modified Commencement this May as we did in May 2021. Each student will be assigned a time slot on May 19, 2022. Interim President Powell said that he has two half-day Zoom sessions with President-Elect Dr. Annesa Cheek to discuss initial transition plans. He then reported that the Carl and Norma Miller Children's Center remains closed due to a leak from the sprinkler system. COO

Godwin and Interim VP Stake have settled the insurance claim and are now in the process of scheduling the repairs with contractors.

Chair Lynch asked Trustee Molesworth to provide an update on the transition process for President-Elect Dr. Annesa Cheek and how Trustees and others in the community will be involved. Trustee Molesworth, who is serving as the Chair for the transition, said the role of the Trustees is to introduce Dr. Cheek to the Frederick community. Leaders in different business sectors and community organizations are being identified for her to meet with when she arrives. Trustee Molesworth noted that a welcome celebration will be planned as well.

INFORMATION/DISCUSSION ITEMS

FY 2021 Sabbatical Reports – The Board received FY 2021 Sabbatical Reports. Professor Sarah Bigham reported on her work to investigate teacher career persistence of FCC alumni. Dr. Bigham worked with 66 participants who she interviewed. Her work has led to meaningful research which she has shared at conferences and in podcasts and other publications.

Associate Professor Magin LaSov Gregg reported on her sabbatical work in poetry aimed at enhancing her teaching. Professor LaSov Gregg completed graduate course work in poetry. As a result of her sabbatical, she has published several works in literary journals and chapters. She has also reactivated our course in Poetry.

Associate Professor Josiah Hartley reported on his sabbatical work to write a second edition of his textbook *Versatile Math*. As a part of his sabbatical, he not only updated his previous work but also added a new chapter and prepared materials for instructors and created a related website.

Professor Tracy Parker reported on her sabbatical work to prepare and lead a state-wide effort to connect existing services, legal services, and information to greater empower community members. Dr. Parker did extensive work with her colleagues throughout Maryland which culminated in an *Access to Justice Symposium* with participants throughout Maryland.

Each presenter thanked the Board of Trustees for the opportunity to take sabbaticals.

Trustees congratulated the presenters for their sabbatical work. Several Trustees noted that these presentations are a highlight of the year.

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

ACTION ITEMS

Approval of Sole Source from ThinkingStorm Not to Exceed \$30,000 for Online Tutoring Services for FY 2022 – Provost/EVP Hawkins presented this item. The College has utilized ThinkingStorm Online Tutoring to make synchronous tutoring services available for students since 2015. ThinkingStorm provides FCC students with access to on-demand and by appointment assistance from trained tutors in subject areas such as mathematics, sciences, writing, business, computing and software, and Spanish. Prior to COVID-19, students were limited to no more than 15 hours (900 minutes) of online tutoring each semester. Once the Academic Affairs, Continuing Education and Workforce Development operations of the College moved to remote instruction, the cap was removed.

Due to increased student usage of this online tutoring environment during the College COVID-19 pandemic response, costs will exceed \$50,000 during this fiscal year. ThinkingStorm pricing was adjusted to an hourly rate of \$23.50 to provide synchronous

tutoring services on demand or by appointment. The additional online tutoring usage is eligible for HEERF funding.

Provost/EVP Hawkins recommended approval of the sole source procurement not to exceed \$30,000 for continued use of ThinkingStorm online tutoring services throughout the duration of FY 2022.

On a motion made by Trustee Barber and seconded by Trustee Miller, the Board unanimously approved the sole source procurement from ThinkingStorm, as presented.

Approval of Proposed FY 2022 Credit Tuition and Fees – Interim VP Stake presented this item. The Board of Trustees approved the proposed operating budget on February 16, 2022. This budget included no increase to tuition which remains at \$129/credit for in-county, \$282/credit for out-of-county, and \$382/credit for out-of-state. Tuition for dual enrollment courses will continue to be 75% of the in-county tuition rate for open campus and high school-based courses with FCC faculty. For high school-based courses with FCPS faculty, tuition will continue to be 43% of the in-county tuition rate.

The approved proposed operating budget also included no increase to the consolidated service fee which remains at \$26.00/credit. The student activity fee also remains at \$3.34/credit applied to the first ten credits.

Interim VP Stake recommended approval of the proposed FY 2023 credit tuition and fees schedule. Upon approval, the schedule of proposed FY 2023 credit tuition and fees will be used for fall 2022 registration, which begins on April 18, 2022.

On a motion made by Trustee Molesworth and seconded by Vice Chair Kimberlin, the Board unanimously approved the FY 2023 credit tuition and fees schedule, as presented.

Approval of Piggyback Contract with Dell, Inc. for Administrative and Instructional Computer Replacements in the amount of \$177,241.52; Piggyback of the

Maryland Education Enterprise Consortium (MEEC) Contract #UMD-972016 – Interim Director/CIO Reno presented this item. IT requested and received special pricing from Dell, Inc. in addition to discounts provided through the Maryland Education Enterprise Consortium (MEEC) agreement #UMD-972016. This purchase is for 64 computers needed for lifecycle replacement of administrative computers, and 113 computers needed for lifecycle replacement of instructional computers for FY 2022. The cost of this purchase is \$177,241.52 and funds are available in the IT operating budget (1-6-302251) and CIP/CSF (8-5-800125-8000300). The quoted prices include a discount of up to 46.9% off retail cost.

Interim Director/CIO Reno recommended approval of the use of the Maryland Education Enterprise Consortium (MEEC) agreement #UMD-972016 with Dell, Inc. for administrative and instructional computer replacements in the amount of \$177,241.52.

Trustee Miller asked what the College does with the old computers. Interim Director/CIO Reno answered that FCC follows the disposal process in the College Technology Use Policy and Procedures.

Trustee Luck asked if there is a timeline for having the computers installed and operational. Interim Director/CIO Reno answered that once they arrive, it takes several months to move them out to the different departments.

On a motion made by Trustee Luck and seconded by Trustee Fearnow, the Board unanimously approved the piggyback with Dell, Inc., as presented.

Approval of Piggyback Contract with Audio Video Group for AV Procurement and Installation Services in the amount of \$44,705.00; Piggyback of the Maryland Education Enterprise Consortium (MEEC) #TU-1901 – Interim Director/CIO Reno presented this item. This request is for a piggyback with Audio Video Group through the Maryland Education Enterprise Consortium (MEEC). Services will include procurement and

installation of audio-visual (AV) equipment and associated network cabling to provide a digital signage system and displays for use in offices by athletics coaches.

MEEC has awarded contracts to installers to provide comprehensive services necessary for system design and layout, hardware supply, installation, programming, training, maintenance, product knowledge, warranty coordination, and support. The cost of this purchase is \$44,705.00 and funds are available in the Classroom Technology Upgrades budget (85-800004-8000004).

Interim Director/CIO Reno recommended approval of the use of the Maryland Education Enterprise Consortium (MEEC) agreement #TU-1901 with Audio Video Group for procurement and installation services in the amount of \$44,705.00.

On a motion made by Trustee Miller and seconded by Trustee Barber, the Board unanimously approved the piggyback with Audio Video Group, as presented.

Approval of Piggyback Contract with Extron for Purchases of Audio-Visual Control and Sound Equipment in the amount of \$62,889.20; Piggyback of the Maryland Education Enterprise Consortium (MEEC) #TU-1901 – Interim Director/CIO Reno presented this item. This request is for a piggyback with Extron through the Maryland Education Enterprise Consortium (MEEC). Services will include the procurement of audio-visual (AV) control equipment for 14 classrooms as part of the AV Technology refresh plan for FY 2022 in Catoclin Hall. As part of the MEEC contract, Extron provides a 42% discount on list price when MEEC members purchase directly from Extron.

The cost of this purchase is \$62,889.20 and funds are available in the Classroom Technology Upgrades budget (85-800004-8000004).

Interim Director/CIO Reno recommended approval of the use of the Maryland Education Enterprise Consortium (MEEC) agreement #TU-1901 with Extron for procurement of audio-visual control systems in the amount of \$62,889.20.

On a motion made by Trustee Miller and seconded by Trustee Molesworth, the Board unanimously approved the piggyback with Extron, as presented.

Approval of Piggyback Contract with HCGI Hartford for the Purchase of Epson Projectors and Document Cameras in the amount of \$32,300.00; Piggyback of the Maryland Education Enterprise Consortium (MEEC) #TU-1901 – Interim Director/CIO Reno presented this item. This request is for a piggyback with HCGI Hartford through the Maryland Education Enterprise Consortium (MEEC). Services will include the procurement of projectors and document cameras for 14 classrooms as part of the AV Technology refresh plan for FY 2022 in Catoctin Hall. As part of this contract, HCGI provides a 10% discount on Epson document cameras, and up to a 45% discount on Epson projectors. Additionally, shipping is included in their pricing.

The cost of this purchase is \$32,300.00 and funds are available in the Classroom Technology Upgrades budget (85-800004-8000004).

Interim Director/CIO Reno recommended approval of the use of the Maryland Education Enterprise Consortium (MEEC) agreement #TU-1901 with HCGI Hartford for the procurement of projectors and document cameras in the amount of \$32,300.00.

On a motion made by Trustee Miller and seconded by Trustee Luck, the Board unanimously approved the piggyback with HCGI Hartford, as presented.

TRUSTEE COMMENTS

Trustee Fearnow requested a discussion on the FY 2023 proposed budget at the next meeting. After discussion, it was decided this will be placed as a recurring item on the agenda until the final budget is approved.

Trustee Luck said he was very impressed with the sabbatical reports and the depth of talent we have at FCC. Vice Chair Kimberlin and Chair Lynch echoed his comments.

Chair Lynch asked when 200 Monroe is going to resume dinner service. Provost/EVP Hawkins answered that they will start in the spring. Chair Lynch said he attended the HCTI Bakery Pop-Up, and it was great to see the large turnout.

CLOSED SESSION

At 6:57 p.m., the motion was made by Vice Chair Kimberlin to convene in closed session. The motion was seconded by Trustee Fearnow and unanimously approved by the Board.

This action was taken in accordance with Maryland's Open Meetings Act, Section 3-305(b)(1) to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals; Section 3-305(b)(7) to consult with counsel to obtain legal advice; and Section 3-305(b)(13) to comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter. Attending in person were: Trustees Tom Lynch, Chair; Carolyn Kimberlin, Vice Chair; Ellis Barber; Gary Fearnow; Theodore Luck; Dr. April Miller; and Dr. John Molesworth. Also attending in person were Edmund O'Meally, PK Law, College legal counsel; and Kari Melvin, Recording Secretary.

**Participating virtually was Interim President Dr. Thomas Powell, Secretary/
Treasurer of the Board.**

The Board reviewed the terms of specific employee separations.

*On a motion made by Trustee Barber and seconded by Trustee Luck, the Board
unanimously approved the terms of two employee separations.*

**The Board reviewed closed session minutes from January 20, 2022, January 26,
2022, February 7, 2022, February 8, 2022, February 9, 2022, and February 11, 2022
pursuant to Section 3-306(c)(3)(ii) of the General Provisions Article of the Maryland
Annotated Code.**

The Chair called for approval of the January 20, 2022 closed session minutes.

*On a motion made by Trustee Fearnow and seconded by Vice Chair Kimberlin, the
Board unanimously approved the January 20, 2022 closed session minutes, as presented.*

The Chair called for approval of the January 26, 2022 closed session minutes.

*On a motion made by Trustee Luck and seconded by Trustee Fearnow, the Board
unanimously approved the January 26, 2022 closed session minutes, as presented.*

**The Chair called for approval of the February 7, 2022, February 8, 2022, and
February 9, 2022 closed session minutes.**

*On a motion made by Trustee Molesworth and seconded by Trustee Barber, the Board
unanimously approved the February 7, 2022, February 8, 2022, and February 9, 2022 closed
session minutes, as presented.*

The Chair called for approval of the February 11, 2022 closed session minutes.

*On a motion made by Vice Chair Kimberlin and seconded by Trustee Molesworth, the
Board unanimously approved the February 11, 2022 closed session minutes, as presented.*

On a motion made by Trustee Luck and seconded by Trustee Molesworth, the Board unanimously approved to adjourn the closed session at 7:14 p.m.

ADMINISTRATIVE FUNCTION

Interim President Powell, VP Clark, Executive Director Hockenberry, and Interim VP Stake provided updates to the Board of Trustees regarding their observations on Dining Services and the Carl and Norma Miller Children’s Center.

Trustee Molesworth and Trustee Miller shared their ideas on the composition of a transition team for President-Elect Dr. Annesa Cheek.

NEXT MEETING

The next regular meeting of the Board will be held on Wednesday, April 13, 2022.

**Dr. Thomas Powell
Secretary/Treasurer**

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