

**BOARD OF TRUSTEES
FREDERICK COMMUNITY COLLEGE**

**January 25, 2023
Regular Meeting**

The Board of Trustees of Frederick Community College met in regular session on Wednesday, January 25, 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; Ellis Barber; Theodore Luck; and Dr. John Molesworth. 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; Janice Spiegel, Special Projects Manager/Budget Office Frederick County Government; Edmund O'Meally, PK Law, College legal counsel; 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; Dr. Maryrose Eannace, Interim Provost/Executive Vice President (EVP) for Academic Affairs, Continuing Education, and Workforce Development (AACEWD); 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; Diana Oliver, Human Resources Manager; and Kari Melvin, Recording Secretary.

Participating virtually were Trustee Gary Fearnow; Ana Maria Pinzon, representing the Faculty Association (FA); Sheri Bailey and Amanda Schrider, Support Staff Association (SSA) Executives; Dr. Kevin Martin, Administrative Staff Association (ASA) Executive; Evan Evans, Chair, College Senate; Robin Shusko, Vice Chair, College Senate; Karen Santelli, Secretary, College Senate; Dr. Vell Lyles, Associate Vice President

for Strategic Enrollment and Innovation; John Anzinger, Director of Capital Planning and Project Management; Cathy Florimbio, Director, Children's Center; Brian Holt, Capital Project Manager I; and Dr. Daniel Phelan, Consultant.

CALL TO ORDER

The meeting was called to order by Board Chair Kimberlin at 4:31 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 November 16, 2022 regular meeting.

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

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

On a motion made by Trustee Luck and seconded by Trustee Barber, the Board unanimously approved

the December 8, 2022 special meeting minutes, as presented.

PRESIDENT'S REPORT

President Cheek reported on various meetings and events since the November 2022 Board meeting, namely, her last monthly meeting with County Executive Gardner, an introductory meeting with Chris Colville, CEO of the Frederick County YMCA, the Maryland Council of Community College Presidents meeting at Chesapeake College, an introduction to Betsy Day, President & CEO of The Community Foundation of Frederick County with Vice Chair Lynch, an interview for FCC's student newspaper The Commuter,

a meeting with Delaplaine Foundation President Marlene Young, a Legislative Breakfast with members of our Frederick County State Delegation, welcoming faculty, staff, and students to the Fall Honors Forum, a dinner hosted by Trustee Molesworth and his wife Debbie for her and Chief of Staff Boyd to meet with Pete and Gail Plamondon, the Swearing-In Ceremony for the Frederick County Executive and County Council Members, a meeting between her and Chief of Staff Boyd with Frederick County Public Schools (FCPS) Superintendent Dr. Cheryl Dyson and her Chief of Staff Dr. Sarah Sirgo, the Frederick County Chamber of Commerce Legislative Preview Breakfast with Vice Chair Lynch, an introduction with Marvin Ausherman and Leigh Adams of the Ausherman Family Foundation with Trustee Barber, the Board of Trustees Special Meeting regarding the compensation study, the FCC Winter Holiday Party with special thanks to the hosts in the Visual & Performing Arts Center, an initial meeting with County Executive Jessica Fitzwater, the joint FCC/FCPS Executive Steering Committee meeting with the FCC Senior Leadership Team and Dr. Dyson and members of her Cabinet, a personal County driving tour for her and Chief of Staff Boyd by Margaret Nusbaum, retired Chief of Staff to County Executive Gardner, the County CIP Committee meeting, lunch with students in the Partnership to Achieving Student Success (PASS) program to hear about their experiences during the last semester, welcoming members of the 2023 Leadership Frederick County class to FCC as part of their Education Day (Dr. Benita Rashaw, FCC Associate Vice President for Student Affairs is a member of the cohort this year), the Maryland Association of Community Colleges Leadership Conference and Legislative Reception in Annapolis with Chair Kimberlin, Vice Chair Lynch, Trustees Luck and Molesworth, and Chief of Staff Boyd, and seven interactive sessions over the course of two weeks to meet with College teams one-on-one and share feedback on the information she

has heard and learned over her 170-day transition period. A final report will be available later this spring.

President Cheek noted upcoming events, including the next regular Board of Trustees meeting on February 22, 2023, a ribbon cutting ceremony for the Linganore Hall renovations on March 1, 2023, the next Board of Trustees Retreat on March 4, 2023, and the FCC Board of Trustees joint meeting with the FCPS Board of Education on March 9, 2023.

INFORMATION/DISCUSSION ITEMS

Quarterly Financial Report for the Period Ending December 31, 2022 – 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. The financial report for Canteen was inadvertently omitted and will be brought to the February 22, 2023 Board meeting.

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

FCC Asset Inventories, Accountability, and Surplus Performance Audit – The FCC Fixed Asset Inventories, Accountability, and Surplus Performance Audit Report was provided to Trustees in their meeting packet. President Cheek stated that each year, the College participates with Frederick County Government’s Interagency Internal Audit Authority (IIAA) to undergo an internal performance audit of the management of the College. This audit serves as a managerial tool to make improvements to processes and internal controls.

The focus of the internal audit is arrived at jointly, through dialogue between the Internal Audit Division staff and College administration. This year, it was determined that the audit would focus on management of non-technology and technology fixed assets, IT equipment, the library collection, and inventories managed by the bookstore and dining

services. Planning discussions began in November of 2021 and the final report was completed in December of 2022. The audit was conducted in two phases: the risk assessment phase and the testing phase.

The audit resulted in nine observations and 15 unique recommendations. Frederick County Internal Audit Division Director, Tricia Reaver, stated that she and the contracted audit firm, SC&H Attest Services, considered the deficiencies as minor. She also said that some of the issues identified were a result of the College's need to quickly provide laptops for employees and students during COVID.

Included in the report are the College's action plans for each observation and recommendation. Some of the action plans have already been enacted. Target implementation dates for all actions are recorded within the report with the latest occurring during FY 2024. There will be a follow-up meeting with the Internal Audit staff to review our progress.

To summarize the College's action plan, three improvements will be made over the next year. First, the development of a Fixed Asset Management Manual and distributing this manual to all departments/fixed asset owners, and providing training. The manual will be used as a desktop reference and go-to guide for everyone who participates in fixed asset management. Second, assigning owners to fixed assets. All fixed assets will be assigned "owners" by team, department, and position. Third, aligning IT asset management practices so that IT follows the same processes as the rest of the College in identifying, tagging, tracking, and disposing of assets for consistency and best practices.

President Cheek shared that this proactive audit activity continues to be a useful tool for ongoing improvement and risk management that is in keeping with our responsibility as a good steward of the resources entrusted to us by the public. She then

invited questions of the Board and asked Interim VP Stake, Interim Director of Technology/CIO Reno, and COO Godwin to respond.

Trustee Barber noted he is now the FCC representative for the IIAA and he attended his first meeting last week. Vice Chair Lynch said he served as the FCC representative for four years and that it is a great benefit to the citizens of Frederick County, as well as Frederick County Government, FCPS, and the College. It is an independent body established by ordinance and has representatives from the County Council, FCPS, FCC, and four citizen members who have auditing backgrounds.

Chair Kimberlin asked that a follow-up report be presented to the Board of Trustees at the June 14, 2023 meeting, especially regarding the Fixed Asset Management Manual to be developed.

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

Curriculum Committee Approved Action – New Cell and Gene Therapy Essentials Certificate – Interim Provost/EVP Eannace presented this item. The Cell and Gene Therapy Essentials Certificate, a new certificate within the Biotechnology A.A.S. degree program, has been approved by the Curriculum Committee. The Maryland Higher Education Commission (MHEC) considers the addition of a new certificate within an existing program a non-substantial modification, which requires Provost or President approval but does not require the approval of the Board of Trustees. This is being presented to the Board of Trustees for information.

Implementation of the proposed Cell and Gene Therapy Essentials certificate will advance instruction in the Biotechnology program by aligning it with the specific regional workforce needs of the cell and gene therapy industry and will equip students with the specific skills needed to enter this cutting-edge field. This certificate will enable FCC to

offer affordable and accessible training for local students, many of whom come from underserved populations. Specialized training in the field will give these students a strong advantage in the regional job market. Graduates should qualify for entry-level positions and, with experience, advance to supervisor positions and/or continue to four-year academic programs.

The proposed certificate will help the College fulfill its mission and goals by providing a program that meets the strong demand for a specialized training for current and prospective students, many of whom are adult learners/career changers, and the incumbent workforce looking for formal post-secondary education and professional training. These positions are in demand at the local, state, and national levels, with a national job outlook for 2021-2031 of a 9% employment increase in the field, which is faster than the average for all occupations.

This adds only a single course to the degree program. Students will be able to gain employment, as well as continue toward their A.A.S. degree. The starting pay with just this certificate is \$23 to \$25 per hour. The Cell and Gene Therapy Essentials Certificate will be a total of 20 credits that would require three semesters (typically fall, spring, and fall) to complete. The program provides students with the essential skills, knowledge, and preparation to enter the cell and gene therapy industry and explores the steps involved in the manufacturing process, the equipment used, the regulatory aspects, and the current and future state of the field. Students will have hands-on experience with industry-standard equipment and will be exposed to common techniques used in the manufacturing process.

This is the only certificate program of its nature in the Washington metropolitan area. Kite, a Gilead Company, submitted a letter of support for FCC's application for an

innovation grant to develop these courses. It is of note that Hood College also received grant funding and this offers a wonderful opportunity and guided pathway for students to pursue their bachelor's degree.

The proposed Cell and Gene Therapy Essentials Certificate will be submitted to MHEC for approval.

Vice Chair Lynch suggested looking into possibly combining the Certificate with internship opportunities at local businesses.

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

ACTION ITEMS

Approval of FY 2024 Sabbatical Requests – Interim Provost/EVP Eannace presented this item. The recommended applicants are Gengshi Lu, Science, – half year (full pay) and Julie Shattuck, English – half year (full pay). The cost to cover a half-year sabbatical applicant's teaching assignment for FY 2024 is \$30,971 per applicant (based on an adjunct rate of \$959 per credit/semester and 7.65% FICA). Taken together, the cost to cover two, half-year sabbaticals is \$61,942. Each applicant will have completed the required minimum of six continuous years of service at the College by the time the sabbatical leave would begin, according to the Human Resources Office.

Descriptions of each sabbatical proposal were provided to Trustees in their meeting packet and are available from the President's Office.

Interim Provost/EVP Eannace recommended approval of the sabbatical requests for FY 2024.

On a motion made by Trustee Molesworth and seconded by Trustee Luck, the Board unanimously approved the FY 2024 Sabbatical Requests, as presented.

Approval of Sole Source Procurement from Laerdal Medical Corporation for a Geriatric Edition Manikin with Wound Kit and Ulcers in the amount of \$58,420.77 –

Interim Provost/EVP Eannace presented this item. The renovated simulation center within Health Sciences uses a system that requires the use of Laerdal manikins to interface with the existing audio/visual technology. The Laerdal manikins are compatible with both the software and hardware used to manage and record the simulation experience. The requested Laerdal geriatric manikin is the only type/model of manikin that can interface with the existing A/V technology in the simulation center.

Funds for this purchase are available through the MSDE Innovations Grant.

Interim Provost/EVP Eannace recommended approval of the sole source procurement from Laerdal Medical Corporation for a geriatric edition manikin with wound kit and ulcers in the amount of \$58,420.77.

On a motion made by Vice Chair Lynch and seconded by Trustee Molesworth, the Board unanimously approved the sole source with Laerdal Medical Corporation, as presented.

Approval of Contract Amendment #2 with Marshall Craft Associates, Inc. for Additional Services – Architect and Engineering Services for Facilities Master Plan and Facilities Condition Assessment in the amount of \$175,000 – COO Godwin presented this item. Frederick Community College awarded a contract to Marshall Craft Associates, Inc. (MCA) in August of 2021 to provide Architect and Engineering Consulting Services for a Facilities Master Plan and Facilities Condition Assessment. Each community college must develop a Facilities Master Plan (FMP) which supports the institution's role and mission. The foundation of the plan is the collection, projection, and analysis of data, the identification of facility needs, and the development of recommendations to meet these needs over a 10-year period.

One of the capital projects that was identified in developing the Facilities Master Plan is a new Athletics & Wellness Building. This building will integrate recommendations of FCC's new 10-year Master Plan, which is being completed by MCA. The first step in receiving funding approval from the State of Maryland for any new capital project is to develop a Facilities Program Part I and Part II. MCA is already working with the College to develop the 10-year Facilities Master Plan, and in conjunction, has completed an environmental scan, space and program needs analysis, and facilities condition assessment. With the data gathering and analysis components completed to help inform the Facilities Programming for the Athletics & Wellness Building, in addition to their knowledge and experience needed to develop a Part I and Part II program, the College requested that they submit a proposal which will serve as an amendment to their contract. Funds for the proposed contract amendment will be \$168,700, plus a not-to-exceed amount of \$6,300 for reimbursables, for a total amount of \$175,000, and are available in the Systemics capital budget.

The program deliverable will comply with State of Maryland format and content requirements contained in the Facility Program Manual dated July 2017, as published by the Maryland Departments of Budget and Management and General Services.

The MCA team anticipates that the programming recommendations for this project will have a significant and positive impact on student life at FCC and will offer new and varied opportunities for students, faculty, staff, and members of the community to play, compete, train, and achieve aspirational fitness and wellness goals. In addition to housing traditional athletics-related program facilities, the proposed Athletics & Wellness Building will include student support spaces that will expand FCC's ability to offer wellness, fitness, and recreational education and training. The programming and planning effort will be

focused on supporting and advancing the strategic institutional vision of FCC's leadership team and Board of Trustees.

A summary of deliverables was provided to Trustees in their meeting packet. The anticipated delivery date for all program deliverables is May 31, 2023.

COO Godwin recommended approval of the proposed Contract Amendment #2 for additional services from Marshall Craft Associates, Inc. in the amount of \$175,000.

On a motion made by Trustee Barber and seconded by Trustee Molesworth, the Board unanimously approved Contract Amendment #2 with Marshall Craft Associates, Inc., as presented.

Approval of Piggyback Contract with Dell Inc. for 39 Dell Latitude Laptop Computers, Docking Stations, and Monitors in the amount of \$52,485.74; Piggyback of the Maryland Education Enterprise Consortium (MEEC) Contract #UMD-972016 – Interim Director of Technology/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 39 laptop computers, docking stations, and monitors, that will be assigned to employees within the Student Affairs area. The laptops will be replacements for existing desktop computers. The laptops will allow for a more mobile work experience, both on and off campus, for the individuals to which they will be assigned. The cost of this purchase is \$52,485.74 and funds are budgeted and available via Higher Education Emergency Relief Funds (HEERF). The quoted prices include a discount of 50.96% off list price.

Interim Director of Technology/CIO Reno recommended approval of the use of the Maryland Education Enterprise Consortium (MEEC) agreement #UMD-972016 with Dell, Inc., for 39 laptop computers, docking stations, and monitors, in the amount of \$52,485.74.

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

Approval of Piggyback Contract with Dell Inc. for VMWare (Server Virtualization Licenses) in the amount of \$74,920.64; Piggyback of the Maryland Education Enterprise Consortium (MEEC) Contract #UMD-972016 – Interim Director of Technology/CIO Reno presented this item. Our Cyber Lab security program is operating on new server hardware as part of an upgrade completed last year. The program would like to continue to leverage the old hardware within the secure, compartmentalized server environment, given that there is still some life left in the server environment. The College owns the existing hardware and in order to continue with its use will need to continue to license the virtualized server processors. This purchase is for VM Ware licenses, procured through Dell Inc., via the Maryland Education Enterprise Consortium (MEEC) agreement #UMD-972016. The cost of this purchase is \$74,920.64 and funds are available in the budget.

Interim Director of Technology/CIO Reno recommended approval of the use of the Maryland Education Enterprise Consortium (MEEC) agreement #UMD-972016 with Dell, Inc., VMWare licenses, in the amount of \$74,920.64.

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

TRUSTEE COMMENTS

Vice Chair Lynch commented that the Legislative Reception with the Frederick County Delegation in Annapolis was very worthwhile and provided the opportunity to discuss funding for community colleges and get to know new legislators. He thanked Chief of Staff Boyd and Executive Associate Melvin for their planning efforts. Chair Kimberlin said it was the best reception she has attended since being on the Board. She continued that

it appeared our legislators want to know more about FCC and support us. President Cheek added that one of the legislators already contacted her office to weigh in on new legislation, a clear testament to the time and effort put into building and maintaining such relationships.

ADJOURNMENT

On a motion made by Trustee Barber and seconded by Trustee Molesworth, the Board unanimously approved to adjourn the meeting at 5:33 p.m.

NEXT MEETING

The next regular meeting of the Board will be held on Wednesday, February 22, 2023.

Dr. Annesa Payne Cheek
Secretary/Treasurer

Prepared by Kari Melvin
Office of the President
Frederick Community College