

**BOARD OF TRUSTEES
FREDERICK COMMUNITY COLLEGE**

**August 16, 2023
Regular Meeting**

The Board of Trustees of Frederick Community College met in regular session on Wednesday, August 16, 2023 in the Conference Center (E126AB). A virtual option to participate was provided. Participating in person were: Trustees Carolyn Kimberlin, Chair; Tom Lynch, Vice Chair; Theodore Luck; Tracey McPherson; Dr. John Molesworth; Dr. William Reid; and Myrna Whitworth.

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; Marie Billie, Interim VP for Human Resources; Avis Boyd, Chief of Staff to the President; Jerry Boyd, Special Assistant to the President for Institutional Effectiveness; Dr. Anne Davis, Provost and Vice President (VP) for Teaching, Learning and Student Success; Lewis Godwin, Chief of Operations (COO); Dr. Barbara Larson, Interim VP for Finance and Administration; Dr. Benita Rashaw, Interim VP for Student Affairs; Adam Reno, Interim Chief Information Officer (CIO); Amy Stake, Associate Vice President (AVP) for Finance; Esther Slack-Metellus, Support Staff Association (SSA) Executive; Dr. Vell Lyles, AVP for Strategic Enrollment and Innovation; Nichole Pollard, Interim AVP for Student Success; Dr. Brian Stipelman, AVP for Academic Affairs/Dean of Liberal Arts; Dr. Sandy McCombe Waller, AVP for Academic Affairs/Dean of Health, Business, Technology & Science; Jeanni Winston-Muir, Interim AVP for Student Affairs; Michael Anderson, Director of Career and Academic Planning Services; Caroline Cole, Director of Communications to the President; Theresa Dorsey, Administrative Coordinator,

President's Office; and Kari Melvin, Recording Secretary. Rodney Bennett, Interim Director of Athletics and FCC Head Baseball Coach, and FCC baseball players Dakota Smith, Nick Keane, and Jake Holler were present for a portion of the meeting.

Participating virtually were Laura Cordova, Former Chair, Faculty Association (FA); Dr. Darrin Berkley and Dr. Kevin Martin, Administrative Staff Association (ASA) Executives; Robin Shusko, Vice Chair, College Senate; Fred Hockenberry, Executive Director of Auxiliaries, Procurement and Special Projects; Pamela Murphy, Labor Relations Specialist; Jillian Atelsek, Education Reporter from the Frederick News-Post; and other guests.

CALL TO ORDER

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

APPROVAL OF MINUTES

Chair Kimberlin called for approval of the minutes of the June 5, 2023 special meeting, June 14, 2023 regular meeting, and July 27, 2023 special meeting.

On a motion made by Vice Chair Lynch, the Board unanimously approved the minutes, as presented.

BOARD & CEO COMMENTS

Chair Kimberlin welcomed new Trustees McPherson and Reid. Trustee Reid was appointed by Governor Wes Moore for a five-year term from July 1, 2023 through June 30, 2028. Trustee Reid replaces Ellis Barber, whose term expired on June 30, 2023. Trustee Reid was sworn in at the Frederick County Circuit Court on May 1, 2023. Tracey McPherson was appointed by Governor Wes Moore for a five-year term from July 1, 2023 through June 30, 2028. Trustee McPherson replaces Gary Farnow, whose term expired on

June 30, 2023. Trustee McPherson was sworn in at the Frederick County Circuit Court on July 12, 2023.

President Cheek welcomed everyone to the new meeting space. She noted that the decision was made to transition to the Conference Center in order to accommodate better audio-visual access with the increased number of screens and video monitors for presentations, and to accommodate more space for in-person attendance, which allows for inviting special guests.

President Cheek then invited guests Rodney Bennett, Interim Director of Athletics and FCC Head Baseball Coach, and FCC baseball players Dakota Smith, Nick Keane, and Jake Holler to the front of the room to stand and be recognized. She highlighted some accomplishments from Coach Bennett's 22-year career at FCC and the baseball team's 2023 season: 38 wins and 15 losses to finish sixth in the nation; Region XX champions for the fourth consecutive year; NJCAA World Series participants for the third consecutive year; 12 student athletes moved onto the NCAA to continue academic and athletic careers; seven players named All Region players; two players named All Academic in NJCAA; Coach Bennett was inducted into the NJCAA Baseball Hall of Fame on May 24, 2023; Coach Bennett was named the 2023 NJCAA Division II Mid-Atlantic Coach of the Year by the American Baseball Coaches Association on June 28, 2023; his overall record at FCC is 757 wins and 301 losses. President Cheek expressed sincere congratulations to Coach Bennett and the baseball team. Trustees congratulated Coach Bennett and the players. Coach Bennett said he was humbled and honored by the recognition.

Coach Bennett, Dakota Smith, Nick Keane, and Jake Holler left the meeting.

President Cheek then acknowledged new Senior Leaders on her team. Dr. Benita Rashaw began serving as the Interim Vice President for Student Affairs in May. She came

to FCC in January 2022 as the Associate Vice President of Student Affairs. Dr. Anne Davis began as the Provost and Vice President of Teaching, Learning, and Student Success on July 1, 2023. Dr. Barbara Larson joined FCC as the Interim Vice President for Finance and Administration on August 14, 2023 on a consultant assignment through the National Association of College and University Business Officers (NACUBO). A short bio was shared for each of them. Interim VP Rashaw commented that FCC is a special place and she is excited for the semester. Provost/VP Davis echoed her comments and said she is excited for the work ahead. Interim VP Larson noted that she was born and raised in Frederick and is thrilled for the opportunity to return to her hometown and serve this great institution. Trustees welcomed the new Senior Leaders and wished them well.

President Cheek ended with a reminder that Fall Convocation will be held tomorrow from 10:30 a.m. to 12:00 p.m. in JBK Theater. She invited everyone to join her for more insights into our journey of “creating the right conditions.”

CONSENT AGENDA

The following items were submitted and distributed to the Trustees in their meeting packet:

- **Approval of Sole Source Procurement from Laerdal Medical Corporation for the Resuscitation Quality Improvement (RQI) for Nursing Education Training Program in the amount of \$67,033.60**
- **Approval of Sole Source Procurement from Anatomage, Inc. for an Anatomage Virtual Dissection Table in the amount of \$117,990**

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

On a motion made by Trustee Molesworth, the Board unanimously approved the consent items, as presented.

INFORMATION/DISCUSSION ITEMS

Fiscal Year-to-Date Financial Report through the Quarter Ending June 30, 2023 –
President Cheek stated that this quarterly financial report provides preliminary financial statements through the quarter ending June 30, 2023. The College's financial audit begins each year in July, will be finalized in September, and presented at the October Board meeting. Highlights from the quarter-end financial report include: credit and continuing education tuition revenue and fees for FY 2023 exceed year-to-date budget; expenses are slightly below year-to-date budget and the primary reason for this is being under budget in contracted services, utilities and compensation and fringe benefits; auxiliary operations recorded a combined net income loss of \$490,000 as of June 30, 2023; overall, the College's revenues exceed expenses by just under \$5 million and the College remains financially strong. She then invited AVP Stake to present the full report.

AVP Stake went through the report in detail with the Board. A copy of the report is available from the President's Office.

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

Enrollment Update – President Cheek reported that FCC ended the year up in headcount enrollment for both credit and continuing education students. Among credit students, the largest growth was in students who identify as Asian and two or more races; male students were up by more than 16%; and enrollment of students who are younger than 25 also saw an increase. Among continuing education students, the largest growth was in students who identify as Hispanic and Asian; enrollment for males was up as well; and again, enrollment among students who are younger than 25 increased. For fall 2023, the

College is experiencing gains in both credit and continuing education headcount enrollment and across all modalities of dual enrollment. President Cheek then invited Provost/VP Davis and Interim VP Rashaw to present the enrollment update.

Provost/VP Davis and Interim VP Rashaw went through the update in detail with the Board. A copy of the update is available from the President's Office.

Trustees asked what reasons students provided during the call campaigns for not returning to FCC; whether any high school students were unable to enroll in a dual enrollment class this fall due to availability; and how many credits dual enrollment students are taking. Interim VP Rashaw will obtain answers to these questions and follow up with President Cheek to communicate to the Board.

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

ACTION ITEM

Approval of FCC Cultural Diversity Report – Annual Progress Report to the Maryland Higher Education Commission – President Cheek stated that the governing body of each Maryland public college and university is required to develop and implement a plan for programs of cultural diversity. A progress report regarding implementation of the plan is due to the Maryland Higher Education Commission (MHEC) by September 1 of each year. Trustees received the 2023 report in their meeting packet, which was prepared in accordance with MHEC's guidelines.

President Cheek noted the following from the report:

- Using the culturally responsive principle of connection, a common syllabus template was designed to foster a greater sense of belonging and hope for students. Also included in the syllabus is a Commitment to Equity Statement, which will be used by all instructors in fall 2023.

- As of May 2023, 24 faculty and staff have completed an intensive seven-week institute in culturally responsive teaching, which included implicit bias awareness, relationship-building with students, and equitable grading practices.
- The MOSAIC (Making Our Space An Inclusive Community) Center hosted cultural awareness programs and a series of courageous conversations. “Courageous Conversations” invites open conversation and dialogues about hot-button topics in politics and current events and encourages direct, face-to-face conversations. Each program provides a framework for having productive conversations with people of varying beliefs, backgrounds, and perspectives.
- In Fall 2023, a taskforce representing stakeholders from across campus (convened through the College Success for Single Mothers grant) created a set of campus-wide recommendations for supporting the success of single mother and parenting students.

It was noted that benchmarks for the Institutional Racial Equity Plan were delayed, and President Cheek was asked when that work would continue. President Cheek answered that the delay was due to the retirement of the Senior Diversity Officer. In conversations with faculty and staff, and through surveying students, it was identified that there is a need to amplify and elevate this position to advance equity work. The prior position was a director who reported to the Provost. President Cheek is working on a job description for a Vice President of Diversity, Equity, Inclusion, and Belonging, who will report directly to the President and be a member of the Senior Leadership Team. The search is expected to begin within the next 60 days.

On a motion made by Trustee Luck, the Board unanimously approved the report, as presented.

CLOSED SESSION

At 5:20 p.m., the motion was made by Vice Chair Lynch to convene in closed session 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; Section 3-305(b)(9) to conduct collective bargaining negotiations or consider matters that relate to the negotiations; 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 Carolyn Kimberlin, Chair; Tom Lynch, Vice Chair; Theodore Luck; Tracey McPherson; Dr. John Molesworth; Dr. William Reid; and Myrna Whitworth. Also attending in person was President Dr. Annesa Payne Cheek, Secretary/Treasurer of the Board; Edmund O'Meally, PK Law, College legal counsel; Avis Boyd, Chief of Staff to the President; Dr. Barbara Larson, Interim Vice President for Finance and Administration; Amy Stake, Associate Vice President for Finance; and Kari Melvin, Recording Secretary.

Participating virtually was Pamela Murphy, Labor Relations Specialist.

The Board reviewed closed session minutes from May 24, 2023, June 5, 2023, and June 14, 2023.

On a motion made by Trustee Molesworth, the closed session minutes were approved 5-0-2, with Trustees McPherson and Reid recused.

The Board obtained legal advice on matters related to potential unionization and collective bargaining strategy and potential positions. No action was taken.

Interim VP Larson, AVP Stake, and Labor Relations Specialist Murphy left the meeting.

The Board discussed the development of goals for the President. No action was taken.

The meeting adjourned at 7:10 p.m.

NEXT MEETING

The next regular meeting of the Board will be held on Wednesday, September 20, 2023.

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

Prepared by Kari Melvin
Office of the President
Frederick Community College