

**BOARD OF TRUSTEES
FREDERICK COMMUNITY COLLEGE**

August 14, 2013

The Board of Trustees of Frederick Community College met in regular session on Wednesday, August 14, 2013 in the Chris T. Matthews Board Room (A201). In attendance: Trustees Debra S. Borden, Chair; David F. Bufter, Vice Chair; Nick Diaz; Gary V. Fearnow; Doris J. White; Myrna R. Whitworth; and Roger A. Wilson. Also in attendance: President Douglas D. Browning, Secretary/Treasurer of the Board; Diane Morton, Recording Secretary; Shelby Carmon, Chair, Support Personnel Association; Mary Mogan-Vallon, Chair, Faculty Association; Corwin Parker, Chair, College Senate; Kavonte Duckett, President, Student Government Association; and other members of the College staff.

CALL TO ORDER

The meeting was called to order by Board Chair Debra Borden at 7:02 p.m. The Chair recognized the Affinity Group representatives and others present.

**SWEARING-IN CEREMONY FOR TRUSTEES BUFTER, FEARNOW, WHITWORTH,
AND WILSON**

Sandra K. Dalton, Clerk, Circuit Court for Frederick County, conducted the official swearing-in ceremony for Trustees David Bufter, Gary Fearnow, Myrna Whitworth, and Roger Wilson. Trustee Bufter was re-appointed to a five-year term – July 1, 2013 through June 30, 2018. Trustee Fearnow was appointed to fill the remainder of the term of Marvin Ausherman – July 1, 2013 through June 30, 2017. Trustee Whitworth was appointed to a five-year term – July 1, 2013 through June 30, 2018 – replacing Dixie Miller. Trustee

Wilson was appointed to a five-year term – July 1, 2013 through June 30, 2018 – replacing Donald Linton.

APPROVAL OF MINUTES

The Chair called for approval of the minutes of the June 19, 2013 regular meeting of the Board. The Chair requested that the minutes be amended as follows: the word “loyal” on the second and third pages of the minutes should be changed to “local”.

The motion was made and seconded to approve the June 19, 2013 minutes, as amended. The Board, by individual vote, unanimously approved the motion.

***Note:** In the process of making the recommended changes to the minutes, Diane Morton, Recording Secretary and Executive Associate to the President and Board of Trustees, noticed that the word “loyal” was actually correct in that the resolutions for Trustees Miller and Linton were transcribed verbatim into the minutes. “Loyal” is the actual word used in the resolutions, not “local”. The Board Chair was informed of this and the June 19, 2013 minutes stand as originally presented.*

REPORTS OF SPECIAL COMMITTEES/PUBLIC PRESENTATIONS

There were no items under this heading for this meeting.

PRESIDENT’S MONTHLY REPORT

President Browning gave highlights from his written report, which the Board members received in their meeting packets. Also included in the President’s written report were the following: President’s Annual Report to the Board, CIP Construction Project Updates and Change Order Log, Monroe Center Report, and College Highlights. The Monthly Enrollment Update, normally included in the President’s written report, was distributed at the Board meeting.

BOARD DISCUSSION OF STRATEGIC ISSUES/INITIATIVES

Restructuring of Marketing and Public Relations – Rich Haney, Interim Vice

President for Learning Support; Laura Mears, Associate Vice President of Enrollment Management; and Mike Pritchard, Executive Director of Marketing and Public Relations; presented this item. Based on discussions with the President and President's Administrative Staff (PAS), the decision was made restructure Marketing and Public Relations by separating the function of communications and community relations from the marketing function. Mike Pritchard is the public spokesperson and face of the College and he will be responsible for communications and community relations and report directly to the President. He will advise the President and senior staff on campus and community issues. Mike will no longer have the day-to-day management function of marketing, but he will still have a link and provide input to marketing. Due to the growth of the College, the demands on marketing and communications and community relations have increased. There is also an increased need for a more proactive and strategic approach to community relations. There is a need to grow enrollment in a strategic way and expand markets. Mr. Pritchard stated he will focus on five key areas: getting the word out, greater visibility, internal communications, community partnerships, and the presidential search. He added that the College brand is strong and there is a lot of respect for FCC in the community, aside from the media issues of the past few months.

ACTION ITEMS

FCC Diversity Strategic Plan – Annual Progress Report to MHEC – President

Browning presented this item. He stated the progress report was presented as an information item at the June 19, 2013 Board meeting by Bev Hendrix, Director of

Diversity, who is now retired. The College is required by law to report annually to MHEC on the progress made on the Diversity Strategic Plan. The Board Chair stated that the wonderful information detailed in this report is that FCC has no achievement gap when it comes to African American students. Normally there is a gap between African American and white students who graduate. In fact, the number of African American students who persist and transfer is 2% higher than white students. She stated that this information should be an above-the-fold newsline in the local paper because that statistic is really phenomenal. She added there is still work to do, but it is obvious African American students come here and get what they need and they succeed.

The motion was made and seconded to approve the FCC Diversity Strategic Plan Progress Report to MHEC. The Board, by individual vote, unanimously approved the motion.

Revisions to Policy 3.26 – Emeritus Status – Dana McDonald, Interim Vice President for Administration, presented this item. This item was brought to the Board for information at the June 19, 2013 Board meeting. Ms. McDonald stated that revisions to the policy are minor and clarify the groups authorized to bring forward nominations. She recommended Board approval of Policy 3.26 – Emeritus Status, as revised.

The motion was made and seconded to approve Policy 3.26 – Emeritus Status, as revised. The Board, by individual vote, unanimously approved the motion.

Program Suspension – Medical Laboratory Technology (MLT) – David Croghan, Interim Vice President for Learning, presented this item. He stated that students in the Mounty Airy-based Medical Laboratory Technology (MLT) program learn to test fluids in a lab setting. The program began with three students, but this fall enrollment is down to one student. FCC is competing with a MLT program at Howard Community College that

was launched at the same time. Also, the program requires accreditation and FCC's submission for accreditation was returned because the accrediting agency was not happy with the credentials of the program manager. The College could have rehired a new program manager, but during a discussion with the program's advisory committee, it was determined that there are fewer employment opportunities for this program, so there is no compelling reason to re-launch the program. Mr. Croghan added that a program review pointed out that the MLT program was a drain on College resources and it would be inappropriate to continue the program, so the decision was made to discontinue the program. He stated the College needs to take quick action before the start of the Fall Semester. Mr. Croghan stated that Bioprocessing Technology would replace the Medical Laboratory Technology program at Mount Airy. That program is viable and there is an overlap with skill sets. Mr. Croghan recommended Board approval to suspend FCC's Medical Laboratory Technology (MLT) program.

The motion was made and seconded to suspend FCC's Medical Laboratory Technology (MLT) program. The Board, by individual vote, unanimously approved the motion.

Confirmation of Board Poll – Award Recommendation: RFP #13-PR-01 – Presidential Search Consulting Services – President Browning presented this item. He stated proposals were solicited from search firms interested in providing consulting services for the upcoming presidential search. The RFP was posted on FCC's bid board and e-Maryland Marketplace and was also sent to a separate list of 24 search firms. Proposals were received until July 3, 2013. Six firms submitted proposals. Each firm submitted a technical proposal and a cost proposal. An Evaluation Committee reviewed the technical proposals and the top four ranking firms moved on to the cost proposal

evaluation. Three firms made oral presentations to the Evaluation Committee. Based on their overall ability to fulfill the criteria established by the Evaluation Committee, as demonstrated in their proposal and in-person presentation, the Committee found R.H. Perry & Associates to be the most qualified and cost-effective firm to meet the needs of the College. President Browning stated a Board Poll was conducted on July 31, 2013, recommending approval by the Board of Trustees to award the contract to provide consulting services for the College's presidential search to R.H. Perry & Associates in the amount of \$60,136. At the time the Board Poll was conducted, five (5) out of the seven (7) Trustees were eligible to vote in the poll. All five (5) eligible Trustees responded and approved. President Browning recommended confirmation of the Board's approval to award the contract to provide consulting services for the College's presidential search to R.H. Perry & Associates in the amount of \$60,136.

The motion was made and seconded to confirm Board approval to award the contract to provide consulting services for the College's presidential search to R.H. Perry & Associates in the amount of \$60,136. The Board, by individual vote, unanimously approved the motion.

INFORMATION/DISCUSSION ITEMS

Quarterly Financial Report – Period Ending 6/30/13 (Preliminary) – Dana McDonald presented this item. She stated that the figures in the report are preliminary for the year ending June 30, 2013. The final audit will be available in October. Ms. McDonald reviewed the preliminary report 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 requested.

Charter for Board of Trustees Communication and Outreach Committee – Debra Borden, Board Chair, presented this item. She stated that at the Board meeting on June 19, 2013, she established a Communication and Outreach Committee, to consist of two Trustees. At that time, Trustee Ausherman (who since resigned from the Board) was appointed Chair, and Roger Wilson was also suggested as the second member, even though he was not yet on the Board. Trustee Borden stated that if Trustee Wilson is amenable to serving on the Committee, he would become Chair and she asked for another Trustee to volunteer to serve with him. Trustee Whitworth volunteered to be the second member of the committee. Trustee Borden stated she has prepared a Charter for the Communication and Outreach Committee for review and comment. Any comments or revisions should be sent directly to Trustee Borden via email.

This item was presented for information only. The Communication and Outreach Committee Charter will be on the September 18, 2013 agenda for Board approval.

TRUSTEE COMMENTS

Trustee Bufter commented that the fact there is no achievement gap at FCC is incredible. He stated that every time the Board meets some interesting fact is revealed about FCC. He stated he would find it extremely beneficial each month to receive ten interesting facts about FCC that Trustees could use for outside conversations. Trustee Wilson suggested that it be five facts. Trustee Bufter stated that at the ACCT conference it would be helpful to have talking points that can be shared with other attendees. He added the conference is a great opportunity to polish the image of FCC. He asked for support from the Communications and Community Relations staff.

ADJOURNMENT TO CLOSED SESSION

The motion was made and seconded to adjourn to Closed Session at 8:35 p.m. The Board, by individual vote, unanimously approved the motion.

This action was taken in accordance with Maryland's Open Meetings Act, Section 10-508(a):

(1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or any other personnel matter that affects one or more specific individuals.

(8) To consult with staff, consultants, or other individuals about pending or potential litigation.

(14) Before a contract is awarded or bids are opened, discuss a matter directly related to a negotiation strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

CLOSED SESSION

The Board met in Closed Session to discuss pending legal issues, personnel issues, and a proposed contract.

The motion was made and seconded to return to Open Session at 9:56 p.m. The Board, by individual vote, unanimously approved the motion.

ADJOURNMENT

The motion was made and seconded to adjourn immediately at 9:56 p.m. The Board, by individual vote, unanimously approved the motion.

NEXT MEETING

The next regular meeting of the Board will be held on Wednesday, September 18, 2013 at 7:00 p.m. in the Chris T. Matthews Board Room (A201).

**Douglas D. Browning
Secretary/Treasurer**

**Prepared by Diane Morton
Office of the President
Frederick Community College**
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