

**BOARD OF TRUSTEES
FREDERICK COMMUNITY COLLEGE**

March 27, 2013

The Board of Trustees of Frederick Community College met in regular session on Wednesday, March 27, 2013 in the Chris T. Matthews Board Room (A201). In attendance: Trustees Dixie J. Miller, Chair; Debra S. Borden, Vice Chair; Marvin E. Ausherman; David F. Bufter; Nick Diaz; Donald C. Linton; and Doris J. White. Also in attendance: President Douglas D. Browning, Secretary/Treasurer of the Board; C. Paul Smith, Commissioner Liaison; Diane Morton, Recording Secretary; Shelby Carmon, Chair, Support Personnel Association; Christopher Jacobson, Chair, Administrative Staff Association; Mary Mogan-Vallon, Chair, Faculty Association; Corwin Parker, Chair, College Senate; Haley Farrie, President, Student Government Association; and other members of the College staff.

CALL TO ORDER

The meeting was called to order by Board Chair Miller at 7:03 p.m. The Chair recognized the Affinity Group representatives and others present.

APPROVAL OF MINUTES

The Chair called for approval of the minutes of the February 20, 2013 regular meeting of the Board. No changes were recommended, so the Chair declared the minutes approved as presented.

REPORTS OF SPECIAL COMMITTEES/PUBLIC PRESENTATIONS

There were no items under this heading for this meeting.

COLLEGE REPORTS

President's Monthly Report –President Browning gave highlights from his written report, which the Board members received in their meeting packets.

Learning Support Division Annual Report to the Board – Senior members of the Learning Support staff made the presentation to the Board: Kate Kramer-Jefferson, Interim Associate Vice President for Learning Support; Laura Mears, Executive Director for Enrollment Management; Adam Reno, Interim Chief Technology Officer; and Jeanni Winston-Muir, Interim Dean of Students. A complete copy of the report is available from the President's Office.

College Highlights – Mike Pritchard, Executive Director of Marketing and Public Relations, presented the College Highlights report. Mr. Pritchard informed the Board of recent events and activities on campus and those planned for the near future. He also reported on the recent notable accomplishments of staff and students. A complete College Highlights report is available from the Marketing and Public Relations Office.

BOARD REPORTS

Maryland Association of Community Colleges (MACC) Report – No report this month.

FCC Foundation Report – Trustee Diaz reported that preliminary results from “Clutch the Future” show the event generated over \$46,000 net for scholarships and the Woman to Woman Mentoring Program. He encouraged Trustees to attend the Foundation's annual Donor/Scholar reception on April 26.

ACCT Report – No report this month.

CTC Advisory Committee – No report this month.

Interagency Internal Audit Authority – Trustee White reported she attended a meeting of the IIAA on March 20. It was the first meeting with acting director Kelly Hammond in charge. The IIAA is working on audits for FCC, FCPS and Frederick County government.

ACTION ITEMS

Progress Report to the Middle States Commission on Higher Education – Jacob Ashby, Outcomes Assessment Coordinator, presented this item. The item was brought to the Board for information at the February 20, 2013 Board meeting. Mr. Ashby asked if the Trustees had any questions regarding the report. There were no questions, so he requested Board approval of the Middle States Commission on Higher Education (MSCHE) Progress Report, as presented.

The motion was made and seconded to approve the Middle States Commission on Higher Education (MSCHE) Progress Report, as presented. The Board, by individual vote, unanimously approved the motion.

Policy 5.12 – Residency – Laura Mears, Associate Vice President for Enrollment Management, presented this item on behalf of Dr. Irvin Clark. The item was brought to the Board for information at the February 20, 2013 Board meeting. Ms. Mears asked if the Trustees had any questions regarding the policy. There were no questions, so she requested Board approval of Policy 5.12 – Residency, as presented.

The motion was made and seconded to approve Policy 5.12 – Residency, as presented. The Board, by individual vote, unanimously approved the motion.

Policy 5.13 – Tuition and Tuition Refund – Laura Mears, Associate Vice President for Enrollment Management, presented this item on behalf of Dr. Irvin Clark. The item

was brought to the Board for information at the February 20, 2013 Board meeting. Ms. Mears asked if the Trustees had any questions regarding the policy. There were no questions, so she requested Board approval of Policy 5.13 – Tuition and Tuition Refund, as presented.

The motion was made and seconded to approve Policy 5.13 – Tuition and Tuition Refund, as presented. The Board, by individual vote, unanimously approved the motion.

Award Recommendation – RFB #13-MPR-01 – Printing Services for Non-Credit Schedules – Dana McDonald, Interim Vice President for Administration, presented this item. She stated the contract award is for the Fall 2013 and Spring/Summer 2014 non-credit schedules. At the conclusion of the bid review process, Indiana Printing emerged as the low responsive bidder at \$59,917.65. Ms. McDonald recommended Board approval to award the contract for printing services for the College’s Fall 2013 and Spring/Summer 2014 non-credit schedules to Indiana Printing for the amount of \$59,917.65.

The motion was made and seconded to approve the award of the contract for printing services for the College’s Fall 2013 and Spring/Summer 2014 non-credit schedules to Indiana Printing for the amount of \$59,917.65.

Trustees commented on the high cost of printing the schedules and whether it is feasible to continue doing this when younger students are so computer literate and so much of what they do is online. Trustees asked what other colleges are doing. Mike Pritchard, Executive Director of Marketing and Public Relations, stated they explored what other colleges are doing and it all depends on the jurisdiction. There is no set formula. He added that a survey was done of FCC’s non-credit audience. It is different from the credit audience and it turned out a booklet is more effective in generating enrollment in non-

credit courses. Mr. Pritchard added that this year the decision was made to stop distributing the credit schedules county-wide. Laura Mears, Associate Vice President for Enrollment Management, stated that the College is transitioning and is training students on where to look online for course and enrollment information. Information will be quickly accessible and available at students' fingertips. Trustees asked if the College captures data on how people get their information for enrollment. Mike Pritchard stated that a separate bar code was added for credit and non-credit courses and the information is collected in the Admissions area. David Croghan, Interim Vice President for Learning, added that assessments are done for Continuing Education and those students predominantly get their information through the printed schedule, then from the website.

The Board, by individual vote, unanimously approved the motion.

INFORMATION/DISCUSSION ITEMS

Oakdale High School Dual Enrollment – Dr. Chris Helfrich, Associate Vice President for Teaching and Learning, and Jerry Boyd, Associate Vice President/Dean for Academic and Professional Studies, presented this item. Mr. Boyd stated that for the pilot program, 64 students were tested, 38 students were accepted, and 36 students ultimately enrolled. Retention has been strong because of the structure and additional support of the Oakdale staff. The Oakdale principal is a model principal and he will serve as a mentor for other principals if the pilot moves forward. He stated that 100 Oakdale juniors were tested today (March 27) for the next round. It was a big job to test 100 students, but the testing went well. Students are being tested as juniors so they have a year to prepare if necessary before taking the courses. Testing is done at the high school and FCPS is paying for the testing. Next fall, four courses will be delivered: English 101, Psychology, Biology,

and Statistics. Students will take two courses in the first semester and two in the second semester. Courses are built into the regular school day. Mr. Boyd stated that the plan is to extend course offerings to another high school in the spring of 2014. Future plans will be discussed at the joint meeting between the FCC Board of Trustees and the Frederick County Board of Education in June.

Chris Helfrich stated that this program is redesigning the senior year and is focused on college readiness. It is an opportunity for students to graduate with college credit and be college ready. Students need to demonstrate a mastery of Algebra II before going into credit math. The impact of being in the high school with students and teacher and talking about this has been critical. Ms. Helfrich stated FCPS has accepted FCC's curriculum so students can get dual credit – high school and college. A teacher's manual is being prepared so that the courses can be sustained. Mr. Boyd added that assessment is being done and manuals are prepared for all aspects of the project. Ms. Helfrich stated instructors are teaching FCC's syllabus and using FCC's Blackboard site. Each teacher has a mentor. FCC's biggest investment is mentoring and support throughout the year. Ms. Helfrich reviewed a template of the FCC/FCPS Executive Steering Committee with the Board. She stated this group has replaced the old Collaboration Council. The steering committee will help decide the next high school to participate in the dual enrollment program.

Trustees asked whether grants are available to support the program. David Croghan stated that a bill is coming forward in Annapolis to help fund this practice in some capacity. He added that students will reach the 20-credit benchmark when they are high school seniors. President Browning added the proposed legislation mandates the

program and requires the Board of Education to provide partial funding. Mr. Boyd added dual enrollment in high schools is not new. There is State support because this is a good idea and it saves money. If students are tested early and engaged in their senior year, it improves the senior year and builds a bridge to higher education. They will be better college students as a result. The beneficiaries of the program are families and students.

Trustees expressed their enthusiasm for the program and its replication at other high schools in Frederick County in the future.

This item was presented for information only. No action is required.

FY 2014 Budget Update – President Browning presented this item. He distributed a handout showing the current FY 2014 budget projection. He stated that at the beginning of the budget process, the College was faced with a \$900,000 deficit. The decision was made to ask the County for additional support. The governor included additional support in the State budget – FCC’s share is \$668,000 in state aid (this amount might change somewhat, but is a close estimate). It has become critical that the County restore the \$500,000 they gave as one-time funding last year. Under the maintenance of effort, FCC would not qualify for State funds if that amount is not retained. The County staff-recommended budget includes the restoration of the \$500,000 and a minor increase in in-kind contributions (which doesn’t mean any money to the College). The County was also asked to restore an additional \$500,000 over the next two years (\$250,000 each year) in order to restore the \$1 million cut by the previous Board of County Commissioners. The College has committed to reducing or reallocating \$375,000 – a \$300,000 reduction in salaries and \$75,000 in non-compensation costs. This money would be used to address the full-time/adjunct faculty ratio issue. President Browning stated the College is prepared to

meet the \$375,000 commitment if the County includes the additional \$250,000 in the budget. He added there are still budget discussions to come with the County and everything is subject to change. President Browning stated that the Board asked for 2-4-6% reductions and this information will be presented in the near future. The numbers for the retirement incentive are not final, but ultimately will contribute to the \$300,000 salary reduction.

Trustees indicated the County should be made aware that the College has been sensitive to the County and this is a thoughtful budget proposal. It is also important to make the statement that the Board is aware that money doesn't grow on trees and that is why the College is prepared to reduce or reallocate the \$375,000. Trustees also indicated they would like to see a multi-year plan for improving the full-time faculty ratio.

This item was presented for information only. No action is required.

ADJOURNMENT TO CLOSED SESSION

The motion was made and seconded to adjourn to Closed Session at 8:46 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):

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.

CLOSED SESSION

The Board met in Closed Session to hear presentations related to personnel issues, staffing and programming.

The motion was made and seconded to return to Open Session at 9:58 p.m. The Board, by individual vote, unanimously approved the motion.

ADJOURNMENT

The motion was made and seconded to adjourn immediately at 9:58 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, April 17, 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
dmm/Board/Board Minutes/Board Minutes 2013/Board Minutes03 Mar 27 2013**