

**BOARD OF TRUSTEES
FREDERICK COMMUNITY COLLEGE**

**January 20, 2021
Regular Meeting**

The Board of Trustees of Frederick Community College met in regular session on Wednesday, January 20, 2021 virtually due to the COVID-19 public health emergency. Participating were: Trustees Dr. John Molesworth, Chair; Tom Lynch, Vice Chair; Ellis Barber; Nick Diaz; Gary Fearnow; Carolyn Kimberlin; and Dr. April Miller. Also participating were President Elizabeth Burmaster, Secretary/Treasurer of the Board; Janice Spiegel, Director of Education and Special Initiatives; Kari Melvin, Recording Secretary; Melissa Bard, Vice President (VP) for Human Resources; Jerry Boyd, Special Assistant (SA) to the President for Institutional Effectiveness; Dr. Nora Clark, VP for Learning Support; Lewis Godwin, Chief of Operations (COO); Dr. Tony Hawkins, Provost/Executive Vice President (EVP) for Academic Affairs, Continuing Education, and Workforce Development (ACEWD); Dr. Cathy Jones, VP for Finance; Joseph McCormick, Chief Information Officer (CIO); Dr. Perry Wood, Chair, Faculty Association (FA); Mary Rolle, Chair, College Senate; Shelby Carmon and Lauren Dods, Support Staff Association (SSA) Executives; Karen Santelli, SSA Executive and Secretary, College Senate; Kelly Stewart, Administrative Staff Association (ASA) Executive; Lauren Leatherman, Student Government Association (SGA) VP of Administration; Deborah Powell, Executive Director for the Office of Institutional Advancement and the FCC Foundation; and Dr. Gohar Farahani, Executive Director for Planning and Institutional Effectiveness.

CALL TO ORDER

The meeting was called to order by Board Chair Molesworth at 5:31 p.m.

APPROVAL OF MINUTES

The Chair called for approval of the minutes of the November 20, 2020 regular meeting of the board.

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

PRESIDENT'S MONTHLY REPORT

Board members received the President's written report in their meeting packet. Also included in the President's written report was the CIP Construction Projects Update. President Burmaster thanked VP Jones for a wonderful budget workshop prior to this meeting. She added that there is a lot that is unknown at this point in the process, but we look forward to bringing a preliminary FY 2022 operating budget to the Board of Trustees for approval next month.

President Burmaster commented on the 2021 Celebration of Excellence Spring Convocation video and congratulated everyone who was recognized and received awards.

INFORMATION/DISCUSSION ITEMS

Fiscal Year 2020 Institutional Effectiveness Report – SA Boyd presented this item. He overviewed the FY 2020 Institutional Effectiveness (IE) Report, which the Board members received in their meeting packet. The IE Report is presented annually to the Board of Trustees. The purpose of the report is to provide qualitative and quantitative data that serve as evidence that FCC is effective in achieving the College mission.

The FY 2020 IE Report highlights activities across the College that are documented and measured annually through several general processes: regional accreditation, federal and state reporting, academic program review, course level assessment, and non-academic program review, as well as examples of in-house assessments and reports that were completed in FY 2020. The report also provides an assessment of the goals and objectives of the College five-year strategic plan, *FCC 2020*, which ended on June 30, 2020. *FCC Forward, Strategic Plan 2020-2025* was approved at the June 10, 2020 Board of Trustees meeting and became effective on July 1, 2020. The focus of the FY 2020 IE Report is on presenting measures and outcomes that are based on standard state and federal metrics of IE, as well as other outcomes the College accomplished from July 1, 2019 to June 30, 2020.

The FY 2020 IE Report has retained much of the structure of the FY 2019 IE Report. This structure supports the alignment of institutional mission, goals, objectives, and assessment that is emphasized by the Middle States Commission on Higher Education and the Maryland Higher Education Commission. An additional section has been added to the 2020 IE Report called *FCC Response to COVID-19* that chronicles and describes the College response to the COVID-19 pandemic up to the beginning of the fall 2020 semester.

The FY 2020 IE Report presents federal, state, and institutional data that demonstrate the effectiveness of the College. The document has a considerable number of contributors and editors across the College including the President, Senior Leaders, leaders across teams, and Board members. SA Boyd noted the significant editorial role that Executive Associate Melvin has played in getting the document ready for the Board of Trustees. He also noted the exemplary role that Dr. Gohar Farahani played in pulling the Status of FCC section together and giving it a consistent voice.

SA Boyd said he appreciates the Board’s commitment to the IE Report and noted the following revisions received from Vice Chair Lynch and Trustee Fearnow: the label of Table 11 on page 28 has been corrected to read “Table 11-Unduplicated Headcount by Instructional Delivery Type, Fiscal Year 2017 to Fiscal Year 2020”; a comma was added to this sentence on page 8 – “Since our last accreditation review took place in 2016, our next review will occur in 2024”; the percentage on page 38 has been corrected to read “Twelve of the 23 (52%) students were identified with at least one underrepresented group”; and, “The Community Association of Frederick County” was corrected to “The Community Foundation of Frederick County” on page 38.

SA Boyd thanked Vice Chair Lynch and Trustee Fearnow for their careful reading. These changes have been made and the report will be posted on the College website. SA Boyd said the completed document is better because of all the hard work of many members of our College community.

Vice Chair Lynch commented that this is a remarkable, detailed document and he appreciates the enormous work that went into it. He asked on page 10, if the word “hereafter” should be “thereafter.” SA Boyd answered it should be “thereafter.” The sentence was corrected to read: “The 2020 PAR report was submitted to the BOT and approved at the September 16, 2020 meeting and was submitted to MHEC shortly thereafter, well before the revised deadline.” SA Boyd thanked him again for his commitment to the document.

Trustee Fearnow commented that of all the material Trustees see over the course of the year, if they read nothing but this report, they would know what is going on at FCC. It is very cogent and comprehensive. He saluted SA Boyd and his team for assembling such a

great and informative document. Chair Molesworth and Trustee Kimberlin echoed his comments. Trustee Kimberlin added that she was very proud after reading the report and saw everyone at FCC having a part in this.

Trustee Miller also echoed these comments and asked about the implementation of dashboards on the effectiveness of reaching students. SA Boyd answered that one of our annual strategic priorities for this year is to develop dashboards around key performance indicators, both in Academic Affairs and for the College in general. The Trustees will receive a comprehensive progress report on this work at the May meeting. Trustee Miller said she was impressed with the military engagement and asked, with the new Platoon 22 and new metrics, where is FCC with community engagement coming out of this pandemic and other strategies for involving veterans and our veterans community. VP Clark answered that FCC is part of the Veterans Support Network that meets monthly and the staff of the Veteran and Military Services Center have a platform where we engage students and refer them to opportunities in the community such as Platoon 22 and other services that support veterans. Overall, in terms of an enrollment strategy, the Office of Admissions is still engaging the community virtually.

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

Quarterly Financial Report for the Period Ending December 31, 2020 – VP Jones presented this item and went through the report in detail with the Board. Trustee Fearnow commented that the cutting of expenses is quite impressive and he congratulated the administration and Senior Leadership Team who oversaw the budget cuts.

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.

FCC Foundation, Inc. FY 2021 Update – Executive Director Powell presented the FCC Foundation, Inc. FY 2021 Update, which Board members received in their meeting packet. From July 1, 2020 through December 30, 2020, the FCC Foundation has received a total of \$487,872.29 in gifts from donors, foundations, and corporations. These funds are to be used for scholarships, the student success fund, and program support at FCC. Last year at this time, we had received gifts totaling \$330,779.43.

Executive Director Powell highlighted that \$1,006,159.70 in scholarships and Student Success Funds have been awarded to 1,004 students to-date (\$12,402.08 in student success funds to 22 students; \$931,801.62 to 841 credit students; and \$61,956.00 to 141 CEWD students).

A copy of the report is available from the President's Office.

President Burmaster commented that this is outstanding and these are record numbers for students served and donations received. She announced that Executive Director Powell is the recipient of the 2020 President's Award for her outstanding leadership and for rising to the challenge of leading a community college foundation during a worldwide pandemic. All joined in congratulating her.

Vice Chair Lynch asked what the most significant contributor to success was in raising \$150,000 more this period vs. last year during a pandemic. Executive Director Powell answered COVID funds and grants we applied for and people in the community are recognizing FCC is really helping students who want to have a better career and life for themselves and their families. She said she is excited to announce the FCC Foundation was selected to participate in the Unity Campaign with the United Way coming up this spring. There will be 31 organizations in Frederick promoting our Parents Lead Program. We are

looking at the ALICE population and how to help families who are balancing childcare, work, and education to get a better income. Vice Chair Lynch said not to hesitate to reach out to Trustees if they can do anything to help with engagement.

Trustee Fearnow asked what the spend rate on the endowment is. Executive Director Powell answered that it is still 3.5%. She added that when the pandemic began, the Foundation Board of Directors approved an additional \$250,000 in unrestricted funds that could be used for scholarships.

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

ACTION ITEMS

Approval of Sole Source Procurement from ThinkingStorm for online tutoring services for FY 2021 in the amount not to exceed \$84,000 – 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 \$25,000 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 Coronavirus Aid, Relief, and Economic Security Act (CARES) funding.

The request for a sole source procurement is based on the following: the College has utilized the ThinkingStorm tutoring platform since 2015; students are familiar with the platform and rely on it to supplement their learning; ThinkingStorm is uniquely situated to provide continued support for our students; a new vendor would increase the cost of this service to the College and our students; and another vendor's tutoring platform could not be implemented to provide continued support prior to the start of the spring semester.

Provost/EVP Hawkins recommended approval of the sole source procurement not to exceed \$84,000 for continued use of ThinkingStorm online tutoring services throughout the duration of FY 2021.

Trustee Miller asked if dual enrollment students have access to this tutoring. Provost/EVP Hawkins answered yes, they have always been provided access.

On a motion made by Trustee Miller and seconded by Vice Chair Lynch, the Board unanimously approved the sole source procurement with ThinkingStorm, as presented.

Approval of Policy and Procedures on the Creation and Administration of College Policies and Procedures – VP Bard presented this item. FCC maintains a policy governance structure that supports its mission, ensures transparency and participation, enhances operational efficiency, communicates expectations, and minimizes institutional risk. The annual strategic priority workgroups of the last few years recommended the College document this methodology in an official College policy which will govern the creation, administration, review, revision, and rescindment of all official Board-approved College policies.

A cross-functional workgroup of 2019-20 Strategic Advisory Team B captured the current policy process in the first draft of the Policy and Procedures on the Creation and Administration of College Policies and Procedures (POPP) last year. The workgroup made significant progress on the POPP which was vetted in the exact manner that the policy itself outlines.

This year, a cross-functional workgroup of 2020-21 Strategic Advisory Team F finalized the POPP and is pleased to present the final draft for review and approval.

VP Bard recommended approval of the Policy and Procedures on the Creation and Administration of College Policies and Procedures effective January 20, 2021. The College is currently midway through its annual review of all College policies and procedures. Therefore, policies and procedures that have not yet been reviewed this year will transition to the new template as they are reviewed. However, those policies and procedures that were reviewed prior to January 20, 2021 will be placed in the new template with next year's annual review.

Vice Chair Lynch moved for approval with the following revisions: initial caps of the term Senior Leader throughout; add "or impacted by" in the definition of Related Policies and Procedures; change the word "deem" to "make" in Section V.C.; and revise Section V.E.2. to read "Unless otherwise required by law, regulatory body, or other requirement, policies and procedures are repealed as of the date when their repeal is approved by the Board of Trustees." The motion was seconded by Trustee Barber, and the Board unanimously approved the Policy and Procedures on the Creation and Administration of College Policies and Procedures, as revised, effective January 20, 2021.

Approval of Resolution: Compensation for Essential Non-exempt Operations Staff

Related to Inclement Weather from January 1, 2021 through June 30, 2021 – VP Bard

presented this item. On May 13, 2020, the Board of Trustees passed a resolution discontinuing extra compensation for all College essential personnel as a proactive cost savings measure due to the financial impact of the COVID-19 pandemic. One of the unintended consequences is that it impacted individuals in Operations who do snow removal. Administration is requesting that non-exempt employees within the Operations Team deemed essential personnel who are required by their supervisor to report to work and stay at work during periods of short-term closure of the College due to inclement weather receive compensation as described below.

VP Bard recommended approval of the following Resolution to provide Compensation for Essential Non-exempt Operations Staff Related to Inclement Weather:

Effective January 1, 2021 through June 30, 2021, non-exempt essential personnel within the Operations Team who are required by their supervisor to report to work and stay at work during periods of short-term closure of the College due to inclement weather will receive compensation at the rate of one and one-half (1½) times their hourly base pay for the hours designated as an inclement weather response.

VP Bard said administration will bring forward at the June 16, 2021 Board meeting another recommendation for consideration for the next fiscal year.

On a motion made by Vice Chair Lynch and seconded by Trustee Kimberlin, the Board unanimously approved the Resolution to provide Compensation for Essential Non-exempt Operations Staff Related to Inclement Weather from January 1, 2021 through June 30, 2021.

TRUSTEE COMMENTS

Trustee Kimberlin thanked President Burmaster for recognizing Executive Director Powell. As the Board of Trustees Liaison to the FCC Foundation, Trustee Kimberlin has

seen her work. She continued that Executive Director Powell is goal-oriented and when she wants something done, she does it with kindness and persistence. Trustee Kimberlin added she thinks this is how Executive Director Powell has been so successful this year in the amount of money she has raised.

ADJOURNMENT

The regular meeting adjourned at 6:13 p.m.

NEXT MEETING

The next regular meeting of the Board will be held on Wednesday, February 10, 2021.

Elizabeth Burmaster
Secretary/Treasurer

Prepared by Kari Melvin
Office of the President
Frederick Community College