

**BOARD OF TRUSTEES
FREDERICK COMMUNITY COLLEGE**

**March 17, 2021
Regular Meeting**

The Board of Trustees of Frederick Community College met in regular session on Wednesday, March 17, 2021 virtually due to the COVID-19 public health emergency. Participating were: Trustees Dr. John Molesworth, Chair; Tom Lynch, Vice Chair; Nick Diaz; Gary Fearnow; Carolyn Kimberlin; and Dr. April Miller. Trustee Ellis Barber was unable to participate. 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 (AACEWD); 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 Brian Holt, Support Staff Association (SSA) Executives; Karen Santelli, SSA Executive and College Senate Secretary; Traci Lowery and Kelly Stewart, Administrative Staff Association (ASA) Executives; Emma Wachter, President, Student Government Association (SGA); Frank Seidel, Senate Calendar Committee Chair; Diana Oliver, Human Resources Manager; Frederick News-Post Education Reporter Katryna Perera; and Marcus Duckworth, Aetna Vice President of Client Management, Public & Labor Segment.

CALL TO ORDER

The meeting was called to order by Board Chair Molesworth at 4:32 p.m.

APPROVAL OF MINUTES

The Chair called for approval of the minutes of the February 10, 2021 regular meeting of the board.

On a motion made by Vice Chair Lynch and seconded by Trustee Kimberlin, 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 highlighted the annual Student Advocacy Day last month, which is sponsored by the Maryland Association of Community Colleges. Community college students from across the state met with state legislators and advocated for affordable access to quality higher education and strong state support of the community college mission. Usually, students travel to the Maryland State House in Annapolis for the event, but it was held virtually this year. The day included a speech from FCC student Alan Whelan, who was one of only two students from throughout the state selected to provide prepared remarks during the event. After the more than 230 attendees gathered together as a group to hear from speakers, they broke off into small groups to speak with local legislators. Legislators talked about bills they are currently working on and took questions from the students, who shared their experiences at FCC. SGA President Emma Wachter, a second-year student, talked about how FCC has become a family tradition for her. Both

her father and mother attended FCC, as have her two older sisters. Her two younger brothers plan to start at FCC in the fall.

President Burmaster then announced that FCC received a new grant from the Maryland Bar Foundation, which made it possible for FCC students to earn specialized paralegal training while providing free legal services to more than 750 individuals with low or moderate income. This program has been a remarkable success and allows paralegal students to gain hands-on experience by working side-by-side with attorneys to promote access to justice. She expressed appreciation to Dr. Tracy Parker, Paralegal Program Manager, for developing this program; and thanked Dr. Karen Wilson, Department Chair for Computing and Business Technology, Doree Lynn Miles, Academic Office Manager for Computing and Business Technology, and Tom Lynch, Vice Chair of FCC Board of Trustees. Vice Chair Lynch commented that the Maryland Bar Foundation is very proud of this program. It has been discussed by the Board of Governors at the Maryland State Bar Association as a model of collaborative work.

INFORMATION/DISCUSSION ITEMS

Institutional Portion of the Higher Education Emergency Relief Funds II (HEERF II) created under the Coronavirus Response and Relief Supplemental Appropriations Act – SA Boyd and VP Jones presented this item. On March 27, 2020, the Coronavirus Aid, Relief, and Economic Security (CARES) Act provided federal funds for COVID-19 relief for higher education (HEERF I). HEERF I provided two funding programs, one for direct aid to students (FCC \$925,945) and one for institutional support (FCC \$925,945).

On December 27, 2020, H.R.133, the Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA) created the Higher Education

Emergency Relief Fund II (HEERF II). HEERF II funds will be distributed as a supplement to the HEERF I awards by mid-April and Grant Award Notifications will be issued with revised terms and conditions for spending the funds. The combined HEERF I and HEERF II funds must be spent within one year from receipt of the HEERF II supplement and the funds will be spent under new HEERF II guidance. The College is slated to receive an allocation of approximately \$4,000,000 in HEERF II funds.

HEERF II has two separate funding programs: Student Aid Portion and Institutional Portion. Unlike HEERF I, HEERF II does not require that 50% of the funds received by the College be spent on direct aid to students. It does, however, require that institutions spend at least the same dollar amount on direct aid to students as they were required to spend under HEERF I. For FCC, that means that under HEERF II the College must allocate \$925,945.00 for direct aid to students.

For the HEERF II Institutional Portion, the College may use funds for institutional costs to defray expenses associated with coronavirus, including lost revenue, reimbursement for expenses already incurred, technology costs associated with a transition to distance education, faculty and staff training, for sanitation, personal protective equipment (PPE), or other expenses associated with the general health and safety of the College environment related to the coronavirus emergency, and reasonable direct administrative costs. Also, the HEERF II funds can be used for student support activities that address needs related to coronavirus.

To effectively expend the remaining HEERF I and the upcoming HEERF II funds, the College has developed a process to solicit funding proposals from throughout the College. A template has been created for individuals and teams to request funding. A

project manager will be hired on the Finance Team to lead the administration of these federal funds. The Finance Team, working with board trustees, will ensure that HEERF II funding is awarded to proposals that meet the criteria and requirements of the legislation.

VP Jones reported that HEERF III was signed into law on March 11, 2021, which will provide \$40B to higher education available through September 30, 2023. The same formula used to distribute the HEERF II funds will be used to disburse the HEERF III. VP Jones continued that each award requires submission of an annual report to the Department of Education for review. FCC received notice that our report passed the data quality review in all regards. She recognized Pamela Dubitsky, Assistant Director for Grants Management, for taking the lead on that report.

Trustee Fearnow asked about the timeline. SA Boyd answered that our timeline for HEERF I will be ending in June. The timeline for HEERF II will end one year from the date the funds are received, which are expected in mid-April. The guidelines indicate there is an opportunity to apply for more time if needed.

Vice Chair Lynch asked if the amount of HEERF III is known at this time. SA Boyd answered no, but the allocation is higher than HEERF II.

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

Distribution Plan for Student Grants through the Higher Education Emergency Relief Fund II (HEERF II) created under the Coronavirus Response and Relief Supplemental Appropriations Act – VP Clark presented this item. A portion of the CRRSAA must be directed toward emergency financial aid grants to students. The CRRSAA requires that higher education institutions spend at least the same dollar amount on direct aid to students as they were required to spend under Higher Education

Emergency Relief Fund I (HEERF I). For FCC, that means that under HEERF II we must allocate a minimum of \$925,945.00 for student grants. Higher education institutions are required to prioritize grants to students with exceptional financial need.

FCC will confirm exceptional financial need of students, either through the Free Application for Federal Student Aid (FAFSA), or manually through federal aid methodology. Expected Family Contribution (EFC) will be used to determine award amounts. The EFC is a number used by an institution to calculate how much financial aid students are eligible to receive. It is not the amount of money a student will have to pay for college, nor is it the amount of federal student aid they will receive.

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

ACTION ITEMS

Approval of Resolution Directing College Administration to Issue a Request for Proposals (RFP) to Secure the Services of a National Search Firm to Lead the Presidential Search – Chair Molesworth presented this item. President Burmaster has announced her retirement effective July 30, 2021. The FCC Board of Trustees is seeking an executive search consulting firm to assist in the solicitation and selection of a President for the College. The selected firm shall be highly qualified in the field of executive recruitment in higher education with experience conducting searches at the national level. Interested and qualified firms will be requested to provide sealed competitive proposals in accordance with the time frame, scope of services, and specifications as provided in a Request for Proposals (RFP).

An RFP evaluation committee will be formed to select the search firm to be recommended to the Board of Trustees for approval. The RFP evaluation committee will

consist of one representative each from the Administrative Staff Association, Faculty Association, Senate, and Support Staff Association. The RFP evaluation committee will be led by the Vice President for Finance, Vice President for Human Resources, and the Procurement Administrator.

Chair Molesworth recommended approval of the following Resolution:

The FCC Board of Trustees directs College Administration to issue a Request for Proposals (RFP) to secure the services of a national search firm to lead the Presidential Search.

On a motion made by Vice Chair Lynch and seconded by Trustee Miller, the Board unanimously approved the Resolution Directing College Administration to Issue a Request for Proposals (RFP) to Secure the Services of a National Search Firm to Lead the Presidential Search, as presented.

Approval of Award Recommendation – RFP #21MISC7 Professional Auditing Services for Frederick County Government, Frederick County Public Schools and Frederick Community College (Joint Solicitation) to SB and Company, LLC – VP Jones presented this item. On March 18, 2020, the Board approved the final year of the four renewal years for professional auditing services with SB and Company, LLC. In January 2021, the College joined with Frederick County Government (FCG) and Frederick County Public Schools (FCPS) to request proposals from qualified firms to audit their financial statements for the fiscal years ending June 30, 2021 through June 30, 2023, with the option of an additional 3 years (2024-2026).

A formal RFP was advertised on eMaryland Marketplace Advantage. Answers to requests for information (RFIs) submitted by potential bidders were addressed in addenda to the RFP. Addendum One to the RFP was posted on eMaryland Marketplace Advantage.

Firms could submit proposals for some or all of the participating agencies. Two proposals were received for FCC, however, one of the proposals was deemed non-responsive to the RFP requirements. Proposals submitted were evaluated by an Audit Selection Committee composed of representatives from FCG, FCPS, and FCC. All representatives are financial managers of their respective jurisdictions. The Audit Selection Committee reviewed and scored the Technical Proposals and then opened the Price Proposals.

SB and Company, LLC scored the highest number of points for technical proposals and submitted the lowest price proposal for each agency. Based on the results, the Audit Selection Committee unanimously recommended that the award be made to SB and Company, LLC. SB and Company, LLC will be required to enter into individual contracts with all jurisdictions for which the contracts are awarded.

The total cost for audit services for all six years (2021-2025) is \$225,000. For the prior six years (2015-2020) the cost was \$261,000. Therefore, there is a savings of \$36,000 as a result of the RFP. The cost of the services for the FY2021 audit is \$35,000 and will be funded through the FY 2021 College Operating budget.

VP Jones recommended approval to award RFP #21MISC7 – Professional Auditing Services for Frederick County Government, Frederick County Public Schools and Frederick Community College to SB and Company, LLC in the amount of \$108,000 for Frederick Community College for FY 2021, FY 2022, and FY 2023 with the option to renew up to three (3) additional years in one (1) year increments.

Trustee Fearnow asked if the number of bids received was surprising. VP Jones answered that it was at first, but then there was the realization of how the economic environment has taken a toll on many companies.

On a motion made by Trustee Kimberlin and seconded by Trustee Fearnow, the Board unanimously approved the award to SB and Company, LLC, as presented.

Approval of Proposed FY 2022 Credit Tuition and Fees – VP Jones presented this item. The Board of Trustees approved the proposed operating budget on February 10, 2021. This budget included an increase to in-county tuition from \$128/credit to \$129/credit. It also included an increase of \$2/credit to the out-of-county and \$3/credit to the out-of-state per credit tuition rates. These rates are increasing to \$282/credit and \$382/credit, respectively. Tuition for dual enrollment courses will continue to be 75% of the in-county tuition rate for open campus and high school-based courses with FCC faculty. For high school-based courses with FCPS faculty, tuition will continue to be 43% of the in-county tuition rate.

The approved proposed operating budget also included an increase to the consolidated service fee from \$25.40/credit to \$26.00/credit. There was no increase in the student activity fee, which remains at \$3.34/credit applied to the first ten credits.

VP Jones recommended approval of the proposed FY 2022 credit tuition and fees schedule. Upon approval, the schedule of proposed FY 2022 credit tuition and fees will be used for fall 2021 registration, which begins on April 19, 2021.

On a motion made by Vice Chair Lynch and seconded by Trustee Diaz, the Board unanimously approved the FY 2022 credit tuition and fees schedule, as presented.

Approval of Frederick Community College 2022-2023 Calendar – Senate Calendar Committee Chair Seidel presented this item. The proposed calendar was developed by the Calendar Committee of the College Senate. It was approved by the Senate on January 25, 2021 and presented to the President’s Cabinet on February 3, 2021 for review.

The proposed Calendar includes College holidays, College breaks, and two days for College convocations. The Fall Convocation will be on August 18, 2022 and the Celebration of Excellence and Spring Retreat will be on January 19, 2023. Commencement will be held on May 18, 2023. The proposed Calendar meets all academic requirements for all College programs.

Senate Calendar Committee Chair Seidel recommended approval of the Frederick Community College 2022-2023 Calendar, as presented.

On a motion made by Trustee Kimberlin and seconded by Trustee Miller, the Board unanimously approved the Frederick Community College 2022-2023 Calendar, as presented

Approval of Sole Source Procurement from EAB Global Inc. for Student Success Collaborative in the amount of \$137,000 – VP Clark presented this item. FCC seeks a comprehensive Student Success Management System to increase student retention, engagement, and success. Such a solution will provide the College with the complete set of tools needed to identify patterns of struggle and success, plan strategic interventions, coordinate student care, and measure impact in a remote environment. It will elevate data-informed decision making at the institutional level, and it will empower students to be agents of their own success through targeted guidance and self-service tools at the most pivotal moments in the journey towards degree completion. Most importantly, these

capabilities will be provided within a framework of consulting and best practices designed to guide the College transition to high performing, comprehensive student success services.

EAB Global Inc. Student Success Collaborative is completely unique in the market. There are no known providers of a similarly comprehensive student success platform that combines technology, consulting, and researched based strategies using a whole-institution approach to student success. A competitive bidding process would yield no additional vendors capable of providing the complete scope of services supplied by EAB Global Inc. These services include the first enterprise-wide data model built exclusively for higher education, as well as student capabilities that include a coordinated care network, customized support pathways, study buddies, and a mobile application. In addition, EAB Global Inc. will assign a dedicated strategic leader who will assist the College through every step of the implementation process to ensure the project's success. It is due to this uniqueness that sole source procurement is justified.

CARES funding is available to support the proposed award amount of \$137,000 and has been built into the CIP budget for continuation of service for this project.

VP Clark recommended approval of the sole source procurement from EAB Global Inc. for Student Success Collaborative in the amount of \$137,000.

Trustee Kimberlin asked whether other colleges and universities use this system and if they are satisfied with it. VP Clark answered that the two community colleges in Maryland that use it are Prince George's and Allegany and her colleagues there are very happy with it. She added that some institutions in her affinity group have indicated they are unable to get it because they do not use PeopleSoft. President Burmaster said this is an example of an initiative we were unable to afford until we received federal funding. Trustee

Fearnow commented that a big bonus to this program is that it dovetails nicely with Middle States Standards and may make the review process smoother.

On a motion made by Trustee Fearnow and seconded by Trustee Kimberlin, the Board unanimously approved the sole source procurement with EAB Global Inc., as presented.

Approval of Award Recommendation – RFP #21-HR-02 Group Medical, Prescription Drug, Vision, Dental, Life & LTD Insurance – VP Bard presented this item. FCC recently issued an RFP from qualified firms interested in providing Group Medical, Prescription Drug, Vision, Dental, Life and LTD Insurance. The current health plan is in its last renewal. RFP #21-HR-02 was developed and posted on the FCC Bid Board and eMaryland Marketplace Advantage. Addendum One to the RFP was posted on the FCC Bid Board.

An evaluation committee was assigned the responsibility of evaluating the results of the RFP. The College also engaged the consulting services of CBIZ Benefits and Insurance Services, Inc. to assist in the evaluation of the RFP responses. Five responses to the RFP were received. Two proposals were non-responsive.

The evaluation committee reviewed all technical RFPs and generated a short-list of proposals to move forward in the process based on the following criteria: provider networks, administration, performance standards, plan design, data reporting, wellness, and implementation. Cost proposals were only opened for the short-listed technical proposals. Interviews were conducted with the short-listed firms.

Based on a review of costs and benefits provided, it was determined that coverage with Aetna for healthcare and prescription drug benefits would be in the best interest of the College. Aetna was responsive to the RFP and scored the highest number of points. The

coverages proposed by Aetna are comparable to the coverages provided by the current plan. Aetna's provider network also yields a higher in-network match (97% vs. 95%) to our employee providers than the current plan. Finally, Aetna offers significant overall cost savings as compared to Cigna, which quoted our current rates.

Aetna will provide FCC with savings of approximately \$740,000. Their dental premium is guaranteed for two years and the vision premium is guaranteed for four years. Aetna will work with FCC to create a five-year wellness plan and is providing an annual \$20,000 allowance to support College wellness initiatives. The focus on wellness initiatives will be beneficial for employees and their families, and it is anticipated that the initiatives will have a positive impact on claims in the future. Aetna will also administer the Health Savings Account (HSA) for no additional fees. HSA administration is included in medical premium/rates for the duration of the contract.

Aetna has offered a \$10,000 first-year implementation allowance toward transition costs.

With comparable coverage within the network and a reduction in costs, the committee believed it would be the best solution at this time to combine dental and vision with Aetna for additional health insurance cost savings. Combining medical, dental and vision with Aetna results in a 2.5% reduction in costs for medical and dental premiums.

Two non-responsive proposals were received for Life and Long-term Disability, resulting in a failed bid for this portion of the RFP. The FCC Human Resources team reached out to the current provider, MetLife, and the College was offered a two-year extension of the current contract with a two-year rate guarantee. The current rates will

remain in effect from July 1, 2021 through June 30, 2023. The Evaluation Committee determined that continuing with the current provider is in the best interest of the College.

The overall savings to the College in FY 2022, if the recommendations are approved, will be approximately \$740,000. The reduction in costs will result in lower premiums for covered employees, while providing more extensive in-network providers to that under the current health provider.

VP Bard recommended approval to award health, prescription drug, dental, and vision insurance to Aetna for FY 2022. This includes HSA administration at no cost. The term of the contract shall be for one year. FCC reserves the right to renew the contract for up to four additional one-year renewal options under the same terms and conditions at the sole discretion of FCC. VP Bard recommended approval to award Life and LTD insurance to MetLife for FY 2022, with the guarantee of the same rates for FY 2023.

On a motion made by Vice Chair Lynch and seconded by Trustee Kimberlin, the Board approved the award 5-0-1, with Trustee Miller abstaining, as presented.

Approval of Piggyback Contract with Dell, Inc. for Health Sciences Laptops in the amount of \$32,799.04; Piggyback of the Maryland Education Enterprise Consortium (MEEC) Contract #UMD-972016 – CIO McCormick 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 32 computers needed for the Health Sciences department during the Linganore Hall building renovation project and to accommodate the addition of the Physical Therapist Assistant program. The cost of this purchase is \$32,799.04 and funds

are available in the CIP budget (85-800125-8000300). The quoted prices include up to 46.6% discount off retail cost.

CIO McCormick recommended approval of the use of the Maryland Education Enterprise Consortium (MEEC) agreement #UMD-972016 with Dell, Inc. for Health Sciences instructional laptops in the amount of \$32,799.04.

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

TRUSTEE COMMENTS

Trustee Miller congratulated President Burmaster on her upcoming retirement and said she has appreciated working with her both as a Trustee and when she was on the FCPS Board of Education. She continued that she hopes the College will secure a search firm that reflects our values and that the College community and Frederick County community can come together to find another fabulous leader who can continue to move us forward. President Burmaster said it has been a great privilege to work with all of the Trustees.

ADJOURNMENT

The regular meeting adjourned at 5:17 p.m.

NEXT MEETING

The next regular meeting of the Board will be held on Wednesday, April 21, 2021.

Elizabeth Burmaster
Secretary/Treasurer

Prepared by Kari Melvin
Office of the President
Frederick Community College