

**BOARD OF TRUSTEES
FREDERICK COMMUNITY COLLEGE**

**April 21, 2021
Regular Meeting**

The Board of Trustees of Frederick Community College met in regular session on Wednesday, April 21, 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; and Carolyn Kimberlin. Trustee Dr. April Miller 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, Lauren Dods, and Brian Holt, Support Staff Association (SSA) Executives; Karen Santelli, SSA Executive and College Senate Secretary; Kelli Ackiewicz, Administrative Staff Association (ASA) Executive; Emma Wachter, President, Student Government Association (SGA); Jennifer Moxley, Coordinator of Student Leadership & Service Learning; Anne Scholl-Fiedler, Coordinator of Career Services; Dr. Jacob Ashby, Assistant Dean, Assessment and Articulation; Dr. Molly Carlson, Assistant Dean, Liberal Arts; Caroline Cole, Communications Coordinator; Theresa Dorsey, Administrative

Associate II, President's Office; Patricia Meyer, Associate Vice President (AVP) for Continuing Education and Workforce Development; Dr. Sandy McCombe Waller, AVP for Academic Affairs/Dean of Health, Business, Technology & Science; Laura Mears, AVP for Admissions and Enrollment Services; Deborah Powell, Executive Director for the Office of Institutional Advancement and the FCC Foundation; Brian Stipelman, AVP for Academic Affairs/Dean of Liberal Arts; Edmund J. O'Meally, Esquire, Counsel to Frederick Community College; and Frederick News-Post Education Reporter Katryna Perera.

CALL TO ORDER

The meeting was called to order by Board Chair Molesworth at 4:33 p.m.

APPROVAL OF MINUTES

The Chair called for approval of the minutes of the March 17, 2021 regular meeting and March 31, 2021 special meeting.

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 said she was happy to report that the County Executive included \$1.5 million dollars for the FCC operational budget and also capital improvements funding for building renovation, technology upgrades, and systemics in her budget proposal, which she presented on April 15, 2021. Last night, President Burmaster was happy to present to the County Council during their budget hearing to reinforce how important County funding is for FCC. COO Lewis Godwin, VP Jones, and President Burmaster will be meeting with the

County Council for the Council Budget Workshop on April 30, 2021 to answer any questions from County Council members. The next step will be for FCC to update the FY 2022 preliminary budget after we have more information about state funding, what our enrollment is looking like for the fall, and insurance costs so that it is ready to present to the Board either at the May or June meeting for approval.

President Burmaster commented on the wonderful SGA Officer Reunion that was held on April 9, 2021. She joined 12 current and former SGA Officers to learn what they are doing now, hear what they appreciated about FCC, and what we could work on to better serve our students. She thanked SGA President Emma Wachter and said it reminds us why we do the work we do and how wonderful and accomplished our students are.

President Burmaster said that this past Sunday, the FCC Foundation Donor Scholar Event was held via Zoom. It was a wonderful event where the FCC Foundation Eagle Award was presented to Joyce and Gail Guyton, who have been major donors to FCC in establishing The Joyce Guyton Nursing Endowment Fund. It was especially nice because the student speaker was Logann Johnsonbaugh, who will be completing her nursing degree in the next month at FCC. She has been the recipient of this scholarship for the past two years. Trustee Kimberlin attended this event as the Board Liaison to the FCC Foundation.

President Burmaster announced that beginning on Friday, she will be doing the first of four Zoom meetings to award the President's Business Appreciation Awards. The winners this year are: Community Leader of the Year – Dr. Barbara Brookmyer, Frederick County Health Department Health Officer, for her incredible leadership throughout the COVID-19 pandemic; Business Partner of the Year – ASL Interpreter

Corps in recognition of their service on the American Sign Language and ASL Interpreter Preparatory Programs advisory committee, as well as their support of our entire program and its students; Non-Profit Partner of the Year – Second Chances Garage for providing numerous FCC students each year with low-cost vehicles and helping our students with needed car repairs; and, Business Donor of the Year – Northrop Grumman Corporation in recognition of establishing the Northrop Grumman Scholars Fund, which provides scholarships to students in a variety of STEM fields.

INFORMATION/DISCUSSION ITEMS

Quarterly Financial Report for the Period Ending March 31, 2021 – VP Jones presented this item and 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.

Review of New College-Wide Orientation Platform – Coordinator of Student Leadership & Service Learning Jennifer Moxley and Coordinator of Career Services Anne Scholl-Fiedler presented this item and provided a demonstration of the orientation platform. FCC, in partnership with Innovative Educators, has developed a web-based orientation to welcome and support students through the College transition process using videos. This comprehensive tool provides information related to degrees and majors offered, academic expectations, registering for classes, academic advising, financial aid, paying for college, how to choose a major, academic and student support services, College policies and procedures, and next steps to college success. Reporting tools allow FCC to see how many students engage with the orientation, the length of time spent on sections, and

view results of the survey that will help shape future enhancements. Students who finish the orientation receive a certificate of completion.

In an effort to expand orientation for all students and in response to challenges presented by COVID-19, a thorough examination of options to provide a virtual orientation to FCC students was launched. When the College moved to remote services and classroom instruction as a result of COVID-19, we had to explore options to reach more students virtually in an engaging and welcoming manner. Traditionally, orientation was offered in-person during certain months of the year prior to a new semester starting. Specific times were designated for students to come to campus and engage in a group workshop, meet with an advisor, and register for classes.

The Learning Support Team worked in collaboration with AACEWD and Marketing and Communications to design, source, and develop content, and ensure the platform was ready to go live before the summer 2021 and fall 2021 registration start date of April 16, 2021. Funding under the Higher Education Emergency Relief Fund (HEERF) was made available to support the cost of this project.

Vice Chair Lynch commented on what a welcoming message this is and he wished there had been something like this when he was in college.

Trustee Kimberlin congratulated Coordinators Moxley and Scholl-Fiedler on a job well done. She added that having students talk to other students in the orientation is very meaningful and the survey at the end is always beneficial in order to make sure students get everything they need.

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

FCC Logistics & Production Technology Program – Provost/EVP Hawkins

presented this item. Board members received an overview of the FCC Logistics & Production Technology Program in their meeting packet.

Provost/EVP Hawkins said the College has received a variety of new resources through the HEERF funds that support direct aid to students and provides institutional money in support of the College. FCC has also been notified of receiving funding through the Maryland State Department of Education (MSDE) Innovation Grant and the Governor’s Emergency Education Relief (GEER) Fund for career and workforce development students. Funds have been allocated to be given directly to students for tuition and technology costs. Funds have also been made available for the creation of in-demand programs, courses, and services FCC can offer through its career and workforce development area.

In summary, the College has received funding from the following sources: \$399,162 in GEER Funds; \$88,627 from the MSDE Innovation Grant; and \$383,107 from the Recovery for the Economy, Livelihoods, Industries, Entrepreneurs, and Families (RELIEF) Act 2021. The RELIEF Act provides Maryland community colleges resources to support training, improve job skills, and other assistance related to reentering the workplace after losing a job or being negatively impacted by the Novel Coronavirus (COVID-19). Additional funds from the GEER Fund II have been made available to the College through March 30, 2023 in the amount of \$295,380.

These funds can be used to provide direct aid to students; outreach and marketing; capacity-building initiatives to deliver training; expand existing workforce development training and educational programs that lead to industry recognized credentials,

certifications, or licensure; and to develop new in-demand workforce development training programs that also lead to industry recognized credentials, certifications, or licensure.

Two action items are on the agenda later this evening for the approval of two purchases using GEER, RELIEF Act, and MSDE Innovation Grant funding to support career and workforce development programs.

The Logistics and Production Technology Program builds on research and industry-informed outreach originally conducted in 2018 for what was proposed to be a non-credit Industrial Maintenance Program. Since 2018, Frederick County manufacturing and logistics jobs have continued to increase. At the same time, there has been more grant funding available to support these programs that train students in automated manufacturing and warehouse practices. In addition, a steep increase in e-commerce has caused disruptions to the supply chain. These disruptions were further exacerbated by the COVID-19 pandemic. Manufacturers, warehouses, and distribution sites will be more localized than ever before.

Manufacturing is a high-demand industry in Maryland and a target industry cluster. These jobs have increased 6%. In Frederick County, 6% of private sector jobs are in manufacturing, with a 30% growth in pharmaceutical manufacturing, and value-added agriculture saw an 89% growth since 2009.

The College is prepared to support logistics and manufacturing companies in the County, and is eager to launch the first phase of the Logistics and Production Technology Program in fall 2021. This program prepares individuals to enter jobs in the supply chain and manufacturing industries. Students will develop competency with in-demand

equipment and processes, strengthen mathematics and measurement skills, and practice communication and customer relations.

FCC staff conducted a design session with 30 attendees from local manufacturers, logistics companies, workforce partners, and Frederick County Public Schools to identify the skills and attributes required for front-line positions in their industries. The group looked at the training provider Bluegrass Educational Technologies, which is affiliated with recognized industry credentialing organizations such as the Manufacturing Skills Standards Council (MSSC) and National Coalition of Certification Centers (NC3). The specialized curriculum and equipment for these program areas require a significant financial investment. All of the equipment is industry-grade and is marketed as relatively maintenance-free.

The largest of the action items this evening is the approval of a piggyback contract with Bluegrass Educational Technologies. The contract includes industry-grade Festo equipment, equipment commissioning, and simulation software to outfit advanced manufacturing courses in the FCC Workforce Development area.

The supporting materials in the meeting packet show the types of Festo equipment to be purchased and renderings of the room layouts. This program and the labs will be kept in the Monroe Center and require minimal classroom modification.

The second action item this evening is the sole source purchase for Cytiva, Global Life Science Solutions for a small, compact liquid chromatography system called ÄKTA™ go. Biotechnology continues to be a strong industry in Frederick County. This system and accessories will provide students with critical industry quality tools and maintenance skillsets to support biotech companies.

Provost/EVP Hawkins recognized AVP Meyer and Assistant Dean Carlson for all of their work in developing the materials presented this evening. He added that the College is very excited to have the opportunity to purchase equipment and materials to support these programs.

Trustee Fearnow asked if the instruction training is going to be provided by Bluegrass Educational Technologies. Provost/EVP Hawkins answered that the curriculum will be developed in partnership with them, but the certification and credentials will be developed by the College.

Trustee Kimberlin said she is impressed with the technology that will be used. She asked about funds to cover future maintenance costs and if warranties are provided. Provost/EVP Hawkins said the College is building equipment maintenance and replacement costs into the budget for the out years moving forward and warranties can be purchased.

Trustee Barber said he was pleased to see this with the increase of biotech companies in Frederick County and he asked who develops these courses. Provost/EVP Hawkins answered that FCC currently has Biotechnology on the credit side and there is a program manager who oversees the development of courses. The College is also in the process of developing a non-credit Logistics and Production Technology track that will parallel the credit side. The hope is to have the entire program completed by 2022.

Vice Chair Lynch said he appreciated this information in advance of the action items. He added he is remarkably impressed with the FCC perspective on looking ahead. Having people develop certifications and the flexibility to retool is going to be the future

and FCC is the critical piece for that in Frederick County. This is a great use of grant resources.

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

Summer and Fall 2021 Learning Formats – Provost/EVP Hawkins presented this item. Board members received a copy of the April 15, 2021 correspondence to students in their meeting packet. This summer and fall, FCC is continuing to expand its on-campus offerings and student services while maintaining our commitment to the health and safety of our students, faculty, and staff. The goal of the College is to accommodate a wide array of students seeking remote and on-campus instruction, and to ensure that our offerings can serve a diverse array of student needs and learning styles.

FCC will continue to offer classes to students in three formats. The Online (ONL) format is entirely asynchronous, meaning there are no set class times and students work at a self-directed pace while meeting course deadlines and expectations. The online format provides the maximum amount of scheduling flexibility for students.

Structured Remote (SR) classes are fully remote but includes real-time interaction with peers and faculty at least once a week during scheduled class times. This is intended to balance the flexibility of online classes with the opportunity for regular engagement. Attendance at these virtual meetings is expected, and classes are recorded and made available for those instances where a student's schedule may not allow them to attend.

Hybrid Remote (HYR) classes provide a mixture of on-campus instruction and online engagement to maximize opportunities for faculty/student interaction. All Hybrid Remote classes will follow existing physical distancing and campus safety protocols. Hybrid Remote classes will meet at least once a week, though depending on the size of the class

individual students may only attend classes on campus every other week. Students may be expected to join their class remotely on the days they are not on campus. Instructors may also choose to assign independent asynchronous work. It is important to note that professors will establish attendance schedules and expectations at the start of class, but any student signing up for a Hybrid Remote class should be prepared to attend every class session, whether they do so virtually or on campus.

To better support students' campus experience, FCC will be expanding its available on-campus services, including the Learning Commons and public computer access.

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

ACTION ITEMS

Approval of Appointment of Interim President Beginning August 1, 2021 – Chair Molesworth presented this item. Chair Molesworth said the Board is grateful for the leadership of President Burmaster and they wish her well in her retirement at the end of July. The Board has decided to name an Interim President beginning August 1, 2021, who will serve while the College conducts a national search for the next President of FCC, who would begin in July of 2022. The Board has decided to name an Interim President with experience as a college president who can work with our outstanding Senior Leadership Team and the College community for the next year while they conduct the national search. The Interim President will serve for one year and will not be a candidate for the permanent position.

Chair Molesworth asked for a motion for the appointment of an Interim President beginning August 1, 2021.

Trustee Kimberlin moved that the FCC Board of Trustees appoint Dr. Thomas Powell, President Emeritus of Mount St. Mary's University, as the Interim President beginning August 1, 2021. Trustee Fearnow seconded the motion.

Chair Molesworth asked if there was any discussion.

Vice Chair Lynch said he is happy to support this motion. Dr. Thomas Powell has demonstrated strong leadership skills as the president of two different institutions of higher education, as the President of Mount St. Mary's University, and as President of Glenville State College in West Virginia. Upon retirement from Mount St. Mary's, he served as President of St. John's Catholic Prep. Both the Mount and St. John's have honored him with the title of President Emeritus.

Trustee Kimberlin commented that Dr. Powell has dedicated more than 30 years of his life to the education of students. He has made it clear to the Trustees that his first calling is as an educator and he appreciates fully the FCC mission of educating all our students. Dr. Powell has been an Associate Professor of Special Education and Director of the Connecticut Center for Excellence on Disabilities at the University of Connecticut, and Dean and Professor of Education at Winthrop University in South Carolina. He is the author of four books, six book chapters, and 32 academic journal articles.

Trustee Fearnow said Dr. Powell is very sensitive to the importance of access and affordability for our students and he, like all of the Trustees, is committed to the success of our students and ensuring that we enhance the diversity and inclusiveness of our College community.

Vice Chair Lynch added that every one of the Trustees were impressed that Dr. Powell has experience in the full range of education, K-12 through higher ed. He

understands how important career pathways and partnership with the K-12 system is for a community college.

Trustee Diaz commented that Dr. Powell has extensive knowledge of Frederick County which is something that was important to the Trustees. Government, higher ed, and non-profit partners with FCC are all familiar with the good work of Dr. Powell.

Trustee Barber said in every position that Dr. Powell has served, he has demonstrated effective management of budgets and maintaining infrastructure. He thinks Dr. Powell will serve FCC well during this interim period.

With there being no further discussion, Chair Molesworth called for a vote on the motion.

The Board unanimously approved the appointment of Dr. Thomas Powell, President Emeritus of Mount St. Mary's University, as the Interim President beginning August 1, 2021.

Chair Molesworth said the College welcomes Dr. Thomas Powell as FCC Interim President beginning August 1, 2021.

Approval of Contract Renewal – Piggyback Contract with WGL Energy Services, Inc. for Natural Gas Supply; Piggyback of Frederick County Public Schools Contract #18MISC4, Natural Gas Supply – COO Godwin presented this item. Frederick Community College has been using the Frederick County Public Schools contract RFP 18MISC4 (piggyback) for natural gas services from WGL Energy for the original contract term of 36 months (June 1, 2018 through May 31, 2021), with the right to extend the contract for an additional two years. The current contract expires on May 31, 2021. However, FCPS approved a two-year renewal term on March 25, 2021, to extend the contract through May 31, 2023.

With the current contract expiring in May, FCC would like to renew the contract with WGL Energy an additional two-year term as well. The market is in an excellent place for locking in at an even lower rate.

The rate the College has been paying during the original three-year contract term is \$.395/therm. The rate quoted by WGL Energy as of March 15, 2021 is .380/therm for the term of June 1, 2021 through May 31, 2023 (24 months). The estimated annual savings versus the current contract price is \$3,183.50 per year. Funds for this contract are available in account 15-302104-64015 (Plant Operations – Utilities).

COO Godwin recommended approval of the use of the Frederick County Public Schools contract number 18MISC4 for Natural Gas Supply, to renew the current contract with WGL Energy for an additional term of two years (24 months) at the fixed rate of .380/therm.

On a motion made by Vice Chair Lynch and seconded by Trustee Kimberlin, the Board unanimously approved the piggyback contract with WGL Energy Services, Inc., as presented.

Approval of Piggyback Contract with Rippeon Equipment for a total cost of \$36,454.45; Piggyback of the Sourcewell Contract #062117 Utility Tractors and Mowers, for a Kubota F3990 Mower/Blower – COO Godwin presented this item. The existing John Deere front mount mower/snow blower owned by the College has approximately 5,000 hours and is starting to cost money on a regular basis. In the last 21 months, the College has spent roughly \$3,800 on parts and labor. In addition to its role in maintaining the grass in the summer (one of three large mowers), it is the most versatile and primary piece of equipment for clearing paths and walkways during snow events. In addition to the repair costs, the larger issue is that there is typically a four to six-week lead time just to get on the

service provider's schedule when it has to be sent to the shop for repairs, which leaves FCC without a primary piece of mowing and snow removal equipment for five to seven weeks.

The College researched and obtained quotes for a comparable mower/blower. After thoroughly reviewing all of the options and price ranges, the recommendation is to purchase a new Kubota F3990 mower/blower from Rippeon Equipment Co., at a proposed cost of \$36,454.45. Funding for this purchase is available in the Chief of Operations operating budget (15-302160-70350).

COO Godwin recommended approval of the use of the Sourcewell Contract #062117 Utility Tractors and Mowers, to purchase a new Kubota F3990 mower/blower from Rippeon Equipment Co. for a total cost of \$36,454.45.

On a motion made by Trustee Barber and seconded by Trustee Fearnow, the Board unanimously approved the piggyback contract with Rippeon Equipment, as presented.

Approval of Piggyback Contract with Proffitt & Associates Architects in the amount of \$36,557.50; Piggyback of the Frederick County Public Schools (FCPS) Contract #RFP 19A3 - AE Consultant Services; for Architectural Design Services for the Film/Video/Graphics Relocation/Renovation – Building F Project – COO Godwin presented this item. Capital Planning and Project Management prepared RFQ 21-CPPM-01 seeking quotes from qualified offerors to provide all labor and material for Architectural Design Services for the approximately 4,185 SF renovation of Building F for Film, Video, and Graphics. Four architectural firms were invited to provide quotes with the intent to enter into a piggyback contract with the selected offeror.

Proffitt & Associates Architects, PC was the low bidder with a total base bid price of \$36,557.50. Funds for this project are available in the Systemics/Miscellaneous Renovations CIP budget.

COO Godwin recommended approval of the use of the Frederick County Public Schools Contract #RFP 19A3 with Proffitt & Associates Architects, PC for Architectural Design Services for the Film/Video/Graphics Relocation/Renovation – Building F Project in the amount of \$36,557.50.

On a motion made by Trustee Fearnow and seconded by Vice Chair Lynch, the Board unanimously approved the piggyback contract with Proffitt & Associates Architects, as presented.

Approval of Piggyback contract with Dell, Inc. for Administrative Computer Replacements in the amount of \$58,126.89; 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 fifty-two computers needed for lifecycle replacement of administrative computers for FY 2021. The cost of this purchase is \$58,126.89 and funds are available in the IT operating budget (1-6-302251). The quoted prices include up to 48% 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 administrative computer replacements in the amount of \$58,126.89.

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

Approval of Piggyback Contract with Bluegrass Educational Technologies, Inc. for Festo NC3 Equipment, Commissioning, and Consulting Services for the new FCC Logistics & Production Technology program, not to exceed the amount of \$515,000.00 for Fiscal Years 2021 and 2022; Piggyback of the University of Virginia Contract UVA1972981 –
Provost/EVP Hawkins presented this item. This request is for a piggyback with Bluegrass Educational Technologies, Inc. through the University of Virginia Contract UVA1972981. FCC has obtained favorable pricing terms and experienced a streamlined procurement process by using this Piggyback contract.

The contract includes industry-grade Festo equipment, equipment commissioning, and simulation software to outfit advanced manufacturing courses in the FCC Workforce Development area. These non-credit courses include more than 20 industry credentials and provide students with a foundation for Supply Chain, Biotech Maintenance, and Advanced Manufacturing jobs or for the pursuit of advanced training. FCC program staff have worked with local industry representatives to develop this in-demand program and look forward to its launch in fall 2021.

The cost of this purchase will not exceed \$515,000.00. Only grant funding will be used for this purchase, from the following sources: Governor's Emergency Education Relief Fund (Total Award: \$399,162.00; available through December 30, 2021), the Maryland State Department of Education Innovation Grant (Total Award: \$88,627.00; available through September 30, 2021), and, the RELIEF Act, 2021 Recovery Now Fund (Total Award: \$383,107.00; available through June 30, 2021). Additional funds from the

following grant may be used to support this purchase, if needed: Governor's Emergency Education Relief Fund II (Total Award: \$295,380.00, available through March 30, 2023).

Provost/EVP Hawkins recommended approval of the use of the University of Virginia Contract UVA1972981 with Bluegrass Educational Technologies for Festo NC3 Equipment, Commissioning, and Consulting Services for the new FCC Logistics & Production Technology program not to exceed the amount of \$515,000.00 for Fiscal Years 2021 and 2022.

On a motion made by Vice Chair Lynch and seconded by Trustee Kimberlin, the Board unanimously approved the piggyback contract with Bluegrass Educational Technologies, Inc., as presented.

Approval of Sole Source Procurement from Cytiva, Global Life Science Solutions USA for ÄKTATM Go System and Accessories in the amount of \$48,133.14 – Provost/EVP Hawkins presented this item. ÄKTA™ go is a small and compact liquid chromatography system that allows researchers to perform routine protein purification with ease while allowing for efficient use of bench and cold cabinet space. ÄKTA™ go has been developed for automated chromatography from the heritage of Cytiva's fast protein liquid chromatography (FPLC) technology. The robust and reliable system hardware and UNICORN™ control software is designed to work together with Cytiva's prepacked columns and chromatography resins for an efficient and successful way to purify proteins. The system supports commonly used chromatography techniques in an easy and accessible manner and is the system used by the industry.

The system uses a patented automated chromatography system and software for controlling such automated system that optimizes the purification of a protein from a

sample. No other system uses the titanium pump heads or UNICORN™ software. The UNICORN™ software has been used in production of the coronavirus vaccination and is the same UNICORN™ system that will run this system. The UNICORN™ software is scalable and can be used right up to production levels without any changes. The software is also used to run bioreactors. Knowing how to use the software that is widely used in the industry, is ubiquitous, and has scalability, would be a very useful training for our students.

The other chromatography systems that are in the market include HPLC (High Pressure Liquid Chromatography), which is used more for analytical purposes and is not used for protein purification purposes. In addition, the fast pressure liquid chromatography system from Bio-Rad (NGC medium pressure liquid chromatography system) does not have all the features of ÄKTA™ and heats up the sample during run. The light scattering source and the flow rates are not comparable to the ÄKTA™ system.

The proposed award amount of \$48,133.14 will be funded through the following grant, received from the Maryland Higher Education Commission: RELIEF Act, 2021 Recovery Now Fund (Total Award: \$383,107.00; available through June 30, 2021).

Provost/EVP Hawkins recommended approval of the sole source procurement from Cytiva, Global Life Science Solutions USA for the ÄKTA™ go system and accessories in the amount of \$48,133.14.

On a motion made by Vice Chair Lynch and seconded by Trustee Barber, the Board unanimously approved the sole source procurement with Cytiva, Global Life Science Solutions USA, as presented.

TRUSTEE COMMENTS

There were no comments.

ADJOURNMENT

The regular meeting adjourned at 5:27 p.m.

NEXT MEETING

The next regular meeting of the Board will be held on Wednesday, May 19, 2021.

CLOSED SESSION SUMMARY

The Board of Trustees of Frederick Community College met in Closed Session on March 31, 2021 at 5:33 p.m. at the offices of Miles & Stockbridge, PC, 30 W. Patrick Street, Suite 600, Frederick, Maryland, following an Open Session meeting wherein a motion was made by Vice Chair Lynch at 5:30 p.m. to meet in closed session in accordance with the provisions set forth in Sections 3-305(b)(1), (b)(7), and (b)(13) of the General Provisions Article of the Annotated Code of Maryland to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance, evaluation of an appointee, employee, or official, over whom the Board of Trustees has jurisdiction; or any other personnel matter that affects one or more specific individuals; to consult with counsel to obtain legal advice; and to comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter. The motion was seconded by Trustee Diaz, and the vote was then called with the result being all Trustees present, Molesworth, Chair, Lynch, Vice Chair, Diaz, Fearnow, Kimberlin, and Miller, voted to adjourn to closed session. Trustee Barber was absent. Also in attendance was Edmund J. O’Meally, Esquire, Counsel to Frederick Community College.

The Board reviewed closed session minutes from May 13, 2020 pursuant to Section 3-306(c)(3)(ii) of the General Provisions Article of the Maryland Annotated Code. The Chair called for approval of the closed session minutes.

Trustee Diaz made a motion to approve the minutes as presented. The motion was seconded by Vice Chair Lynch, and all Trustees present (Molesworth, Lynch, Diaz, Fearnow, Kimberlin, and Miller) voting in the affirmative. Trustee Barber was absent and did not vote.

The Board consulted with legal counsel to obtain legal advice regarding the legal parameters for selecting an interim president and what may be done in a closed session and what must be reserved for a public session meeting.

A candidate for the position of interim president was invited into the meeting at 5:45 p.m. for an interview that lasted until approximately 7:30 p.m. After the candidate left the meeting, the Board of Trustees had further discussions regarding the interview that had just been conducted.

No action was taken.

The closed session adjourned at 7:51 p.m.

**Elizabeth Burmaster
Secretary/Treasurer**

**Prepared by Kari Melvin
Office of the President
Frederick Community College**