

**BOARD OF TRUSTEES
FREDERICK COMMUNITY COLLEGE**

**May 19, 2021
Regular Meeting**

The Board of Trustees of Frederick Community College met in regular session on Wednesday, May 19, 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; 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); 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; Kelly Stewart, Administrative Staff Association (ASA) Executive; Emma Wachter, President, Student Government Association (SGA); Strategic Advisory Team (SAT) chairs Bryan Valko, Carrie Dorman, Patricia Meyer, Robin Shusko, Beth Duffy, Dr. Beth Douthirt-Cohen, Dr. Renee Davis, Laura Mears, Lauren Dods, Evan Evans, and Dr. Gohar Farahani; Deborah Powell, Executive Director for the Office of Institutional Advancement and the FCC Foundation; and Edmund J. O’Meally, Esquire, Counsel to Frederick Community College.

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 April 21, 2021 regular meeting.

On a motion made by Trustee Barber and seconded by Vice Chair Lynch, 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 commented that the Board of Trustees will receive updates from the Strategic Advisory Team (SAT) workgroups this evening. The SAT is a volunteer, cross-functional team of workgroups open to all College employees. Its purpose is to support the implementation of the annual strategic priorities set by the Board of Trustees. There were over 100 individuals engaged this year and she said she is very proud of their work.

President Burmaster said that the sixth hour of the "Celebrating the Class of 2021 Graduates" event concluded today. Another three hours are scheduled for tomorrow. A total of 254 students will have participated. It is great fun and is going really well. She recognized Edwin Koester and Mike Pritchard for the 2020-2021 Graduating Class Virtual Celebration they created, which is getting great reviews.

INFORMATION/DISCUSSION ITEMS

Strategic Advisory Team Workgroup Updates – SAT workgroups provided a written progress update on each of the 2020-2021 annual strategic priorities established by the Board of Trustees. The SAT chairs of each workgroup overviewed their report and

answered questions from the Trustees. The Senior Leader assigned to each workgroup provided comments on the work achieved this year.

Annual Strategic Priority A – Collaborate with students, faculty, and staff to support instructional technologies during the College COVID-19 pandemic response was presented by Bryan Valko and Carrie Dorman and was assigned to CIO McCormick.

Annual Strategic Priority B – Ensure the fiscal stability of the College and mitigate the financial impact of the COVID-19 pandemic was presented by Patricia Meyer and was assigned to VP Jones.

Annual Strategic Priority C – Create a safer and healthier workplace during the COVID-19 pandemic was presented by Robin Shusko and was assigned to COO Godwin.

Annual Strategic Priority D – Implement racial equity interventions to close existing gaps in access and success for Black/African American and Latino/a/x students was presented by Beth Duffy and Dr. Beth Douthirt-Cohen and was assigned to Provost/EVP Hawkins.

Annual Strategic Priority E – Implement a data-informed process for enrollment planning and goal setting to fulfill our mission and ensure optimal enrollment, student success, and fiscal health was presented by Dr. Renee Davis and Laura Mears and was assigned to VP Clark.

Annual Strategic Priority F – Empower an engaged workforce to accomplish institutional human capital priorities was presented by Lauren Dods and Evan Evans and was assigned to VP Bard.

Annual Strategic Priority G – Utilize data and evidence-based practices to align planning, budgeting, and resource allocation, inform decision-making, and support

continuous improvement was presented by Dr. Gohar Farahani and was assigned to SA Boyd.

Chair Molesworth thanked everyone on behalf of the Board of Trustees and said they could not be prouder of the wonderful work everyone has done. Trustee Kimberlin added that it is amazing all of this work was accomplished during the pandemic while everyone was working from home.

The SAT Workgroup Summaries are available from the President's Office.

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

FCC Foundation, Inc. Annual Report – Executive Director Powell presented the FCC Foundation, Inc. Annual Report for FY 2021, which Board members received in their meeting packet. She highlighted that approximately \$996,310.49 in scholarships and Student Success Funds have been awarded to 1,158 students to-date.

For the period ending February 28, 2021, the market value of the FCC Foundation endowment, was \$18,219,909.52. The endowment funds are managed by the University System of Maryland Foundation (USMF). USMF serves the entire University of Maryland System and invests funds for five of sixteen Maryland community colleges. The FCC Foundation Finance Committee oversees and advises the Foundation Board on best practices in investment management, endowment spending rate (this has been set at 3.5% of the endowment earnings for the past five years), and minimum endowment threshold. The Endowment Fund increased +2.2% in February. For the calendar and fiscal year to date periods, the portfolio has increased +2.2% and +15.9%, respectively.

Total Foundation gifts raised and received to date is \$597,554.84 from 498 individuals, foundations, corporations, and community groups. This is 16.83% higher than the FY 2020 YTD which was \$511,447.81.

New scholarships created in FY 2021 include “The Robert and Lynn Gruner Scholarship” created by Lynn Gruner to support five or more FCC students with financial need up to \$5,000 per year with special consideration given to recipients who were foster children; “The Raymond Maldo and L-Dub (Lauren) Scholarship” for HCTI Students created by Adjunct Professor Raymond Maldo in memory of L-Dub (Lauren), a childhood friend of Ray’s daughter who succumbed to Ewing’s Sarcoma, a rare pediatric bone cancer at age 27; “The Harriet Burchill Memorial (Endowed) Scholarship” for the Institute of Learning in Retirement (ILR) Music Lessons created by Rob Burchill, Harriet’s son, for students over age 60 with financial need who are interested in music programs or lessons; and “The Jody Rebecca Krantz Endowed Scholarship” created anonymously for single parent students with financial need who are working toward an Associate degree or completing a certificate program leading to a workforce outcome.

Grants applied for and received in FY 2021 include: a Delaplaine Foundation grant for students participating in the Parents Lead Program that provides \$1,500 in childcare grants per student for one full year; a Northrop Grumman Foundation grant that provides full tuition and fee scholarships to three students annually, renewable for students who maintain a 3.0 GPA and may lead to an internship with Northrop Grumman; an M&T Bank Foundation grant for the Business Plan Contest scholarship awards for first, second, and third place winners; a Rotary Club of Frederick grant for Project Forward Step participants that may be used for childcare or transportation; Women’s Giving Circle

grants for Allied Health Academy, Parents Lead, and Project Forward Step for childcare or transportation; and Ausherman Family Foundation grants for Building Trades and the Student Success Fund with a matching grant opportunity.

Events and engagement this fiscal year included the United Way of Frederick County Unity Campaign raising \$14,873 for Parents Lead Program childcare scholarships; #Giving Tuesday Campaign which focused on raising funds for the Ausherman Family Foundation matching grant opportunity; and the Foundations of Charcuterie Event with the Hospitality, Culinary Tourism Institute, which sold out and raised \$15,000 for HCTI student scholarships. The 25th Annual FCC Scholarship Golf Tournament was held virtually this year and raised \$36,000 to benefit FCC student and student-athlete scholarships and the Student Success Fund. Two Donor Scholar events were held this year. The first event was held in September to recognize the lifetime support of the FY 2020 Eagle Award Winners, the Delaplaine Foundation President Marlene Young and CEO George Delaplaine, Jr. The second event was held in April to recognize the FY 2021 Eagle Award Winners, Joyce and Gail Guyton for their lifetime support for the Joyce Guyton Nursing Scholarship. Ronnie Osterman was recognized at the April donor scholar event for her years of service to FCC students. Ronnie has been meeting yearly with the student recipient of the Frederick Singles Scholarship for thirty years. Zoom visit calls took the place of Visit Day during the last two weeks of October. Volunteers making calls included FCC Board Directors Darrick Bowens, President Burmaster, Chris Clemons, Wil Graham, Tracey McPherson, Justin Ramsburg, Phil Sewell, and Myrna Whitworth.

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

Vice Chair Lynch thanked Executive Director Powell and the Foundation for partnering with the Maryland Bar Foundation, the Circuit Court of Frederick County, and the Family Law Self-Help Center on the Client Notebook Project, which helps unrepresented domestic litigants develop their cases and have low bono or pro bono lawyers assist them in court. He announced that the Pro Bono Resource Center of Maryland is going to recognize Joanna Shapiro, who is in the Family Law Self-Help Center at the courthouse, with a statewide award for her pro bono work on this project. Vice Chair Lynch said he is proud that FCC has been part of one of the best collaborative efforts he has ever seen, which will hopefully be replicated throughout the state. Dr. Tracy Parker is organizing a symposium in mid-June where Attorney General Brian Frosh will speak. The model that is developing out of this will incentivize some lawyers to help indigent clients, which will save tremendous resources if they do not have to do all of the work themselves.

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

President Burmaster said she just received a notification to announce to the Board of Trustees that the FCC men's baseball team are the regional champions and they are heading to Oklahoma for the nationals. Also, the FCC men's soccer team plays tomorrow and if they win, they will also go to the nationals. Chair Molesworth offered congratulations on their outstanding achievement on behalf of the Board of Trustees.

ACTION ITEMS

Appointment of Board Nominating Committee – Board Chair Molesworth proposed Trustees Nick Diaz, Dr. April Miller, and himself to serve as the Nominating Committee for the FY 2022 slate of officers. The Nominating Committee will present its report at the June 16, 2021 Board meeting.

On a motion made by Trustee Fearnow and seconded by Trustee Kimberlin, the Board unanimously approved the Nominating Committee, as proposed.

Approval of Interim Assignment Employment Contract with Dr. Thomas Powell – Chair Molesworth presented this item. Board members received the Interim Assignment Employment Contract with Dr. Thomas Powell in their meeting packet. The term is from August 1, 2021 through June 30, 2022.

On a motion made by Vice Chair Lynch and seconded by Trustee Kimberlin, the Board unanimously approved the Interim Assignment Employment Contract with Dr. Thomas Powell, as presented.

Approval of Piggyback Contract with Canon for Copy Center - Managed Print Services Contract; Piggyback of the Omnia Contract #2020002755 – CIO McCormick presented this item. The College needs to replace aging equipment in the Copy Center. The Copy Center provides on average more than one million prints each year. The former lease agreement will expire in June.

Replacement of equipment with a new lease will allow the College to expand service offerings, including large format and windowed envelope printing. Windowed envelopes are currently sent to an outside vendor for printing.

IT proposes the use of a piggyback of the Omnia Partners University of California contract #2020002755 with Canon for a 60-month lease. All equipment, delivery, setup, ongoing support, and training are included. The cost per month to the College is \$2,327.00, in addition to a cost per page of black and white at \$0.0086 and color at \$0.036. Funds are available in the IT operating budget.

CIO McCormick recommended approval of the use of the Omnia contract #2020002755 with Canon for a 60-month lease for Managed Print Services for the FCC Copy Center.

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

Approval of Piggyback Contract with Blackwood for Palo Alto Firewall Hardware and Services; Piggyback of GSA Contract #GS35F-0119Y – CIO McCormick presented this item. The College needs to replace its perimeter firewall, which provides protective services for all College networks and systems from cybersecurity threats.

IT proposes the use of GSA contract #GS35F-0119Y with Blackwood for a 60-month lease of new equipment and services. The cost per year to the College is \$73,827 or a total of \$369,135 over five years. The use of the GSA contract, in addition to discounts provided by Blackwood, allow for a 30% discount off retail cost.

Replacing this critical firewall allows the College to continue protecting against the latest cybersecurity risks.

CIO McCormick recommended approval of the use of the GSA contract #GS35F-0119Y with Blackwood for a five-year lease on Palo Alto firewall hardware and services.

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

Approval of Sole Source Procurement with Doing Better Business (DBB) for Savin Managed Print Services Contract Extension – CIO McCormick presented this item. The College currently contracts with Doing Better Business (DBB) for ongoing printer toner, maintenance, and support for Savin copiers. Copiers are leased from DBB, who solely provide service as part of the agreement. The College is billed on a monthly basis per page. IT requested contract extension pricing from DBB through June 30, 2022 and DBB has agreed to keep the College at the current contracted rates. An extension will allow time for the College to move past COVID-19 support activities and dedicate time to a full print contract analysis across several agreements and vendors.

The College would be billed per page (mono/color) each month and funds are available in the IT operating budget.

CIO McCormick recommended approval of the sole source with Doing Better Business (DBB) for a Savin Managed Print Services contract extension through June 30, 2022.

On a motion made by Trustee Diaz and seconded by Trustee Barber, the Board unanimously approved the sole source procurement with Doing Better Business, as presented.

Approval of Sole Source Procurement with Lyrasis for Maryland Digital Library Subscription in the amount of \$34,951.25 – Provost/EVP Hawkins presented this item. Lyrasis is the management organization for the Maryland Digital Library (MDL), a statewide consortium that includes almost all the academic libraries at higher education institutions in the State. Its primary purpose is to negotiate pricing for the purchase of

online research databases used to support student learning. As such a large buying agent, Lyrasis/MDL is able to negotiate significant discounts for members. The Lyrasis/MDL amount per database is a fraction of what FCC would pay if it were to subscribe to the databases directly. The College has no recourse to any other comparable discount.

In FY 2020, the ten database subscriptions purchased through the Lyrasis/MDL consortium with a total use of 149,438 documents viewed or downloaded, equated to a cost of \$0.23 per resource.

For FY 2022, ten databases subscriptions will be purchased through Lyrasis/MDL, including a new database to support the physical therapist assistant program, for a total of \$34,951.25. Funds for this subscription are available in the operating budget for the library.

Provost/EVP Hawkins recommended approval of the sole source procurement with Lyrasis in the amount of \$34,951.25.

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

NEW BUSINESS

Chair Molesworth asked if there was any new business.

Trustee Diaz moved to award Emeritus Status to Elizabeth Burmaster.

Trustee Diaz commented that President Burmaster has been an extremely effective educational leader for her entire career in public education, and particularly during the last seven years as President of FCC.

Chair Molesworth seconded the motion.

President Burmaster expressed surprise and appreciation for this honor. She said it is such a joy to work for the Board of Trustees, who are amazing and dedicated to the College.

Trustee Kimberlin said President Burmaster has been a wonderful president and has made the Board feel as if FCC is the best community college in the state of Maryland. This is all because of the work President Burmaster and everyone in the College have done.

Vice Chair Lynch commented the Trustees are proud to have served with President Burmaster. The one thing that is greatest about the institution today is the team of people we have become, all contributing in their own ways to an environment that is a positive energy making a difference in the lives of our students and community. He thanked President Burmaster for everything she has done.

Chair Molesworth called for a vote on the motion. The Board unanimously approved to award Emeritus Status to Elizabeth Burmaster.

TRUSTEE COMMENTS

There were no comments.

CLOSED SESSION

The motion was made by Vice Chair Lynch to convene in closed session. The motion was seconded by Trustee Diaz and unanimously approved by the Board.

The regular meeting adjourned at 5:53 p.m.

The Board of Trustees of Frederick Community College met in Closed Session at 5:55 p.m. on May 19, 2021 via Zoom due to the COVID-19 public health emergency. This action was taken in accordance with Maryland's Open Meetings Act, Section 3-305(b)(1) to discuss the appointment, employment, assignment, promotion, discipline, demotion,

compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals; and Section 3-305(b)(13) to comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter. Participating were: Trustees Dr. John Molesworth, Chair; Tom Lynch, Vice Chair; Ellis Barber; Nick Diaz; Gary Fearnow; Carolyn Kimberlin; and Dr. April Miller; and President Elizabeth Burmaster, Secretary/Treasurer of the Board. Kari Melvin, Recording Secretary, participated for a portion of the meeting. The following items were discussed:

The Board reviewed closed session minutes from March 31, 2021 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.

On a motion made by Vice Chair Lynch and seconded by Trustee Kimberlin, the Board approved the March 31, 2021 closed session minutes, as presented.

Ms. Melvin left the meeting.

The Board discussed President Burmaster's FY 2021 Performance Evaluation with her.

The Board agreed to provide a summary of the performance evaluation scores and comments provided by individual board members to President Burmaster and for inclusion in her employment file.

The Board approved a contribution to President Burmaster's supplemental retirement account as outlined in her Employment Agreement.

The closed session adjourned at 6:28 p.m.

NEXT MEETING

The next regular meeting of the Board will be held on Wednesday, June 16, 2021.

**Elizabeth Burmaster
Secretary/Treasurer**

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