

**BOARD OF TRUSTEES  
FREDERICK COMMUNITY COLLEGE**

**November 18, 2020  
Regular Meeting**

The Board of Trustees of Frederick Community College met in regular session on Wednesday, November 18, 2020 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); Cathy Jones, VP for Finance; Joseph McCormick, Chief Information Officer (CIO); Strategic Advisory Team (SAT) members Bryan Valko, Carrie Dorman, Robin Shusko, Beth Duffy, Dr. Beth Douthirt-Cohen, Dr. Renee Davis, Laura Mears, Evan Evans, Michael Baisey, and Dr. Gohar Farahani; Mary Rolle, Chair, College Senate; Shelby Carmon and Brian Holt, Support Staff Association (SSA) Executives; Lauren Dods, SSA Executive and SAT member; Karen Santelli, SSA Executive and Secretary, College Senate; Kelli Ackiewicz, Administrative Staff Association (ASA) Executive; Emma Wachter, President, Student Government Association (SGA); Patricia Meyer, Associate Vice President (AVP) for Continuing Education and Workforce Development and SAT member; and Dr. Sandy McCombe Waller, AVP for Academic Affairs/Dean of Health, Business, Technology & Science.

## **CALL TO ORDER**

The meeting was called to order by Board Chair Molesworth at 4:35 p.m.

## **APPROVAL OF MINUTES**

The Chair called for approval of the minutes of the October 21, 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 were the Enrollment Update, Coronavirus Aid, Relief, and Economic Security (CARES) Act Update, and CIP Construction Projects Update. On behalf of the FCC community, she extended sincere condolences to Board Chair Molesworth and his family on the loss of his mother, Nancy. President Burmaster recognized the many years Nancy served as a teacher in the Frederick County Public Schools and as a community leader. She will be deeply missed. President Burmaster then announced that the FCC Foundation continued its annual Visit Day event last month, where Foundation volunteers, faculty, administrators, and students meet with local individuals, business owners, and alumni to talk about scholarships and program support needs at FCC. Our first virtual Visit Day was a great success. She thanked SGA President Emma Wachter who joined her for her virtual visits. The fourth annual FCC Employee Wellness Fair was held virtually on November 4, 2020. The fair featured live sessions with wellness experts, virtual exhibit booths, and the chance for employees to win some great raffle prizes. The wellness fair was well received by the College community and she

thanked Melissa Bard, Vice President for Human Resources, and her team for this virtual success.

President Burmaster provided an introduction for the Strategic Advisory Team Workgroup Updates. There are 101 employees engaged in the Strategic Advisory Team this year. She commended all of these individuals for their dedication to continuous improvement. Tonight, the chairs and/or co-chairs will give a two minute update on the progress of their workgroup. Board members received extensive written progress reports in their meeting packet.

### **INFORMATION/DISCUSSION ITEMS**

**Strategic Advisory Team Workgroup Updates** – The Board received updates from the Strategic Advisory Team (SAT) workgroups. They reported on progress made toward desired outcomes on the 2020-2021 Annual Strategic Priorities set by the Board of Trustees.

**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.

**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.

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

**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.

**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.**

**Annual Strategic Priority F – Empower an engaged workforce to accomplish institutional human capital priorities was presented by Evan Evans.**

**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 Michael Baisey.**

**Trustees commended SAT members on their work and submitted questions to be responded to in writing after the meeting. Copies of the workgroup summaries are available from the President’s Office.**

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

**FY 21 AACEWD Grant Updates – AVP Meyer and AVP/Dean McCombe Waller presented this item. A summary of Academic Affairs, Continuing Education, and Workforce Development (AACEWD) grants received and proposed this year was provided to Board members in their meeting packet. The focus of these grants is on funding coronavirus emergency relief efforts that support students and innovative workforce program development. Since the start of the coronavirus emergency, the College has been awarded two new grants that allow for increased workforce development and student support. The Governor’s Emergency Education Relief (GEER) grant provides funding for tuition assistance, instructional design, instructional technologies, new program development, and Continuing Education and Workforce Development (CEWD) adjunct professional development. The Maryland State Department of Education (MSDE) Innovation Grant will support the development of digital credentials for apprenticeships as**

well as explore the development of a new degree for Automotive Technology. The College is also the subrecipient on two grant proposals for U.S. Department of Labor funds. Both pending applications support opportunities for program development to meet Frederick County workforce needs, expansion of existing workforce programs, and offer tuition free programs or tuition assistance to students.

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

### **ACTION ITEMS**

**Approval of Nominations for Emeritus and Distinguished Status for 2020 –**  
Emeritus and Distinguished Status may be awarded to retired or deceased administrators, faculty, or support staff who served the College for 10 years or more. Members of the Faculty Association, Administrative Staff Association, and Support Staff Association affinity groups can nominate eligible individuals annually using their criteria. The following individuals were nominated by their affinity group for approval: faculty Dr. Marshall Botkin, Dr. Kenneth Kerr, Mary Mogan-Vallon, and Lisa Sheirer for Emeritus Status; administrators Brenda Dayhoff and Vanessa Lovato for Emeritus Status; and support staff Sharon Copley and Marian “Patty” Furry-Hovde for Distinguished Status.

*On a motion made by Trustee Miller and seconded by Trustee Diaz, the Board approved the 2020 Emeritus and Distinguished Status nominations, as nominated by their affinity groups.*

**Approval of CIP and County Capital Budget Request FY 2022 – FY 2027 – COO**  
Godwin presented this item. The College is required every year to submit to the County their capital improvements program (CIP) and capital budget request for the next six years, for review and budget approval. The College Capital Improvements Program and

County Capital Budget Request for FY 2022 – FY 2027 is approximately \$49.87 million, and includes County funding just under \$33.3 million.

The FY 2022 – FY 2027 CIP has been developed to use funds to revitalize and repurpose existing spaces. The projects requested would include renovation to Building L (Linganore Hall), Building D (Athletics Center), Building P (Plant Operations), and Building F (Visual & Performing Arts); upgrades to the College Data Center located in Linganore Hall; development of the College ten-year Facilities Master Plan and Facilities Conditions Assessment update; life safety systems and fire sprinkler upgrades; ADA accessibility repairs and upgrades; Central Plant replacement/upgrades; several roof repairs/replacements; mechanical/electrical/plumbing systems upgrades; exterior building door and window replacements and façade maintenance; as well as other deferred maintenance and ongoing renovations.

COO Godwin recommended approval of the FY 2022 – FY 2027 CIP and County Capital Budget submittal request. Once approved, the request will be forwarded to the County Budget Office.

*On a motion made by Vice Chair Lynch and seconded by Trustee Diaz, the Board unanimously approved the CIP and County Capital Budget Request FY 2022 – FY 2027, as presented.*

**Approval of Piggyback Contract with Sierra-Cedar for IT Professional Consulting Services – PeopleSoft not to exceed \$38,500; Piggyback of the Maryland Education Enterprise Consortium (MEEC) Contract #91372** – CIO McCormick presented this item. The College must develop financial reports more efficiently allowing for simplification and live financial reporting, through the nVision reporting platform which is part of the PeopleSoft Finance system we use. This is a request for a Piggyback of the Maryland

**Education Enterprise Consortium (MEEC) contract #91372 for IT Professional Consulting Services – PeopleSoft which will allow us to develop better financial reporting, not to exceed \$38,500, and funds are available in the CIP budget 85-800050-8000140.**

**CIO McCormick recommended approval of the use of the Maryland Education Enterprise Consortium (MEEC) Contract #91372, with Sierra-Cedar Inc. for IT Professional Consulting Services - PeopleSoft not to exceed \$38,500.**

*On a motion made by Trustee Barber and seconded by Trustee Kimberlin, the Board unanimously approved the piggyback contract with Sierra-Cedar Inc., as presented.*

**Approval of Piggyback Contract with HCGI for Projectors, Projection Screens, and Document Cameras in the amount of \$28,251.00; Piggyback of the Maryland Education Enterprise Consortium (MEEC) Contract #TU-1901 – CIO McCormick presented this item. The IT Team, as part of the IT Hardware Upgrades – Lifecycle Management strategic direction within the College IT Strategic Plan, slate specific classrooms each fiscal year in need of technology upgrades.**

**Seventeen classrooms in the B building have been identified for audio visual technology upgrades this academic year. This request is for a piggyback of the Maryland Education Enterprise Consortium (MEEC) Contract #TU-1901 with HCGI for Projectors, Projection Screens, and Document Cameras. The cost of the purchase is \$28,251.00 and funds are available in the CIP budget 85-800004-8000004.**

**CIO McCormick recommended approval of the use of the Maryland Education Enterprise Consortium (MEEC) Contract #TU-1901, with HCGI for Projectors, Projection Screens, and Document Cameras in the amount of \$28,251.00.**

*On a motion made by Trustee Kimberlin and seconded by Trustee Miller, the Board unanimously approved the piggyback contract with HCGI, as presented.*

**Approval of Piggyback Contract with Extron for Audio Visual Control/Switching Systems in the amount of \$69,385.28; Piggyback of the Maryland Education Enterprise Consortium (MEEC) Contract #TU-1901** – CIO McCormick presented this item. The IT Team, as part of the IT Hardware Upgrades – Lifecycle Management strategic direction within the College IT Strategic Plan, slate specific classrooms each fiscal year in need of technology upgrades.

Seventeen classrooms in the B building have been identified for audio visual technology upgrades this academic year. This request is for a piggyback of the Maryland Education Enterprise Consortium (MEEC) Contract #TU-1901 with Extron for Audio Visual Control/Switching Systems. The cost of the purchase is \$69,385.28 and funds are available in the CIP budget 85-800004-8000004.

CIO McCormick recommended approval of the use of the Maryland Education Enterprise Consortium (MEEC) Contract #TU-1901, with Extron for Audio Visual Control/Switching Systems in the amount of \$69,385.28.

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

#### **TRUSTEE COMMENTS**

Trustee Miller expressed appreciation to be a part of the FCC team and for the amazing work being done by employees. She said she hopes that everyone finds something to be thankful for as we go into the week of Thanksgiving. It has been a rough year for many people.

Vice Chair Lynch commented that he enjoyed the opportunity to tour the renovations in Building E and the improvements are extraordinary. He thanked all who were involved.



**ADJOURNMENT**

*The regular meeting adjourned at 5:31 p.m.*

**NEXT MEETING**

The next regular meeting of the Board will be held on Wednesday, January 20,  
2021.

**Elizabeth Burmaster**  
**Secretary/Treasurer**

Prepared by Kari Melvin  
Office of the President  
Frederick Community College