

**BOARD OF TRUSTEES  
FREDERICK COMMUNITY COLLEGE**

**April 17, 2024  
Regular Meeting**

The Board of Trustees of Frederick Community College met in regular session on Wednesday, April 17, 2024 in the Conference Center (E126AB). A virtual option to participate was provided. Participating in person were: Trustees Carolyn Kimberlin, Chair; Tom Lynch, Vice Chair; Theodore Luck; Tracey McPherson; Dr. John Molesworth; and Dr. William Reid.

Also attending in person were President Dr. Annesa Payne Cheek, Secretary/Treasurer of the Board; Janice Spiegel, Special Projects Manager/Budget Office Frederick County Government; Edmund O’Meally, PK Law, College legal counsel; Jerry Boyd, Special Assistant to the President for Institutional Effectiveness; Dr. Bridgette Cofield, Vice President (VP) for Talent and Culture; Dr. Anne Davis, Provost and VP for Teaching, Learning and Student Success; Dr. Chiquita Howard-Bostic, VP of Diversity, Equity, Inclusion and Belonging; Dr. Barbara Larson, Interim VP for Finance and Administration; Deborah Powell, Executive Director for the Office of Institutional Advancement and the FCC Foundation; Dr. Benita Rashaw, Interim VP for Student Affairs; Dr. Molly Carlson, Associate Vice President (AVP)/Dean for Continuing Education and Workforce Development; Dr. Renee Davis, AVP, Center for Teaching and Learning; Dr. Vell Lyles, AVP for Strategic Enrollment and Innovation; Nichole Pollard, AVP for Student and Financial Support Services; Amy Stake, AVP for Finance; Dr. Sandy McCombe Waller, AVP for Academic Affairs and Dean of Health, Business, Technology & Science; Dr. Brian Stipelman, AVP for Academic Affairs and Dean of Liberal Arts; Michael Anderson, Director of Career and Academic Planning Services; Dr. Matthew

**Paushter, Director for Dual Enrollment and High School Partnerships; Lewis Godwin, Chief of Operations; Diana Oliver, Human Resources Manager; Pamela Murphy, Labor Relations Specialist; Esther Slack-Metellus, Support Staff Association (SSA) Executive; Theresa Dorsey, Administrative Coordinator, President's Office; Kari Melvin, Recording Secretary; and other guests.**

**Participating virtually were Trustee Myrna Whitworth; Avis Boyd, Chief of Staff to the President; Chris Kielt, Interim Chief Information Officer; Dr. Daniel Phelan, Consultant; Fred Hockenberry, Executive Director of Auxiliaries, Procurement and Special Projects; Dr. Kevin Martin, Administrative Staff Association (ASA) Executive; and other guests.**

#### **CALL TO ORDER**

**The meeting was called to order by Chair Kimberlin at 4:30 p.m.**

#### **APPROVAL OF MINUTES**

**Chair Kimberlin called for approval of the minutes of the March 9, 2024 board retreat.**

*On a motion made by Vice Chair Lynch, the Board unanimously approved the March 9, 2024 board retreat minutes, as presented.*

**Chair Kimberlin called for approval of the minutes of the March 20, 2024 regular meeting.**

*On a motion made by Vice Chair Lynch, the Board unanimously approved the March 20, 2024 regular meeting minutes, as presented.*

#### **BOARD & CEO COMMENTS**

**President Cheek acknowledged new Senior Leaders on her team. Dr. Chiquita Howard-Bostic joined FCC as the Vice President of Diversity, Equity, Inclusion and**

Belonging, and Chris Kielt began serving as the Interim Chief Information Officer, both on April 1, 2024. Trustees welcomed the new Senior Leaders and wished them well.

### **INFORMATION/DISCUSSION ITEMS**

**Review of Draft Policies** – Trustees reviewed and discussed the following draft policies:

- **Governance Process Policy – Governing Style**
- **Governance Process Policy – Investment in Governance**
- **Governance Process Policy – Board Expenses**
- **Governance Process Policy – Special Rules of Order**
- **Governance Process Policy – Handling Operational Complaints**

Edits were identified for Governing Style, Investment in Governance, and Special Rules of Order. The final versions will be presented for approval at the May 22, 2024 Board meeting.

### **ACTION ITEMS**

**Approval of Renewal of FY 2025 Group Health/RX, Dental, and Vision Insurance to Aetna and Employer/Employee Contributions** – Aetna has been the provider for FCC’s healthcare benefit plan since July 1, 2021. This year, the College partnered with PSA Insurance & Financial Services, an insurance brokerage and risk management firm, to help facilitate the annual insurance renewal process and negotiate premium increases. PSA successfully negotiated an increase of 16.6% for the group health/RX plan (Aetna initially proposed an increase of 38.2%) and an increase of 3% for the dental plan (Aetna initially proposed an increase of 17%). There was no proposed rate increase for the vision plan. The College will continue to offer two health insurance plans, a high deductible plan and an in-network plan. For the high deductible plan, the College contributes \$1,500 for employee

only coverage and \$3,000 for family coverage to the employee's Health Savings Account (HSA). For FY 2025, the annual cost to the College (including employer contributions to the HSA and the employee opt-out incentive) is estimated to be \$5,947,497 compared to the FY 2024 estimate of \$5,062,342, which represents an increase of \$885,155 or 17%. For employees who do not elect the FCC health insurance coverage, the College pays an opt-out incentive of \$3,600 per year to full-time employees and \$1,800 per year to part-time employees. The premiums for the health/RX, dental, and vision insurance plans with Aetna including the employer and employee contributions were provided to Trustees in their meeting packet.

*On a motion made by Trustee Luck, the Board unanimously approved the Aetna group health/RX, dental, and vision insurance proposal for FY 2025, including the opt-out incentive and the employer/employee contributions, as presented.*

**Approval of Executive Limitations Policy – Access to Education** – The Board considered this policy.

*On a motion made by Trustee Luck, the Board unanimously approved the Executive Limitations Policy – Access to Education, as presented.*

**Approval of Governance Process Policy – Board Job Contributions** – The Board considered this policy.

*Trustee Reid moved for approval of the Governance Process Policy – Board Job Contributions, as presented. Vice Chair Lynch moved to amend approval with the revision to add commas after “The Board may” and “at its discretion” in Sections 6.1 and 6.2. The Board accepted the amendment and unanimously approved the Governance Process Policy – Board Job Contributions, as revised.*

**Approval of Governance Process Policy – Board Linkage with Ownership – The**

**Board considered this policy.**

*On a motion made by Trustee Molesworth, the Board unanimously approved the Governance Process Policy – Board Linkage with Ownership, as presented.*

**Approval of Governance Process Policy – Board Linkage with External Organizations – The Board considered this policy.**

*On a motion made by Trustee Molesworth, the Board unanimously approved the Governance Process Policy – Board Linkage with External Organizations, as presented.*

**Approval of Governance Process Policy – Board Planning Cycle and Agenda Control – The Board considered this policy.**

*On a motion made by Trustee Whitworth, the Board unanimously approved the Governance Process Policy – Board Planning Cycle and Agenda Control, as presented.*

**CLOSED SESSION**

*At 5:07 p.m., the motion was made by Vice Chair Lynch to convene in closed session and unanimously approved by the Board.*

**This action was taken in accordance with Maryland’s Open Meetings Act, Section 3-305(b)(7) to consult with counsel to obtain legal advice; Section 3-305(b)(9) to conduct collective bargaining negotiations or consider matters that relate to the negotiations; 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. Attending in person were: Trustees Carolyn Kimberlin, Chair; Tom Lynch, Vice Chair; Theodore Luck; Tracey McPherson; Dr. John Molesworth; and Dr. William Reid. Also attending in person were President Dr. Annesa Payne Cheek, Secretary/Treasurer of the Board; Edmund O’Meally, PK Law, College legal counsel; Dr. Bridgette Cofield, VP**

for Talent and Culture; Dr. Anne Davis, Provost and VP for Teaching, Learning and Student Success; Dr. Barbara Larson, Interim VP for Finance and Administration; Pamela Murphy, Labor Relations Specialist; and Kari Melvin, Recording Secretary.

Participating virtually were Trustee Myrna Whitworth and Avis Boyd, Chief of Staff to the President.

The Board reviewed closed session minutes from March 9, 2024 and March 20, 2024.

*On a motion made by Vice Chair Lynch, the March 9, 2024 closed session minutes were approved 6-0-1, with Trustee Whitworth abstaining.*

*On a motion made by Trustee Reid, the March 20, 2024 closed session minutes were approved 6-0-1, with Trustee Whitworth abstaining.*

The Board obtained legal advice on matters related to collective bargaining strategy and potential positions. No action was taken.

*The meeting adjourned at 5:40 p.m.*

#### **NEXT MEETING**

The next regular meeting of the Board will be held on Wednesday, May 22, 2024.

**Dr. Annesa Payne Cheek**  
**Secretary/Treasurer**

Prepared by Kari Melvin  
Office of the President  
Frederick Community College