

**BOARD OF TRUSTEES
FREDERICK COMMUNITY COLLEGE**

**September 17, 2025
Regular Meeting**

The Board of Trustees of Frederick Community College met in **regular session** on Wednesday, September 17, 2025 in the Conference Center (E126AB). A virtual option to participate was provided. Participating in person were: Trustees Theodore Luck, Chair; Carolyn Kimberlin, Vice Chair; Dr. Carmen R. Hernandez; Tracey McPherson; Dr. William Reid; and Myrna Whitworth. 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; and Adam Konstas, PK Law, College legal counsel.

Participating virtually was Trustee Jan H. Gardner.

CALL TO ORDER

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

APPROVAL OF MINUTES

Chair Luck called for approval of the minutes of the August 20, 2025 regular meeting.

On a motion made by Trustee Hernandez, the Board unanimously approved the August 20, 2025 regular meeting minutes, as presented.

DECLARATION OF CONFLICT OF INTEREST

There were no conflicts of interest expressed by Trustees.

BOARD & CEO COMMENTS

Chair Luck addressed a comment made at the last meeting and made clear that questions to President Cheek have consistently been addressed. He stressed the importance of following published agendas and reaffirmed the Board's commitment to Policy Governance®. Chair Luck then welcomed new and returning students, staff, and faculty to the fall semester, and reported on attending the Governor's Day Luncheon at the Great Frederick Fair, noting the positive community message shared there.

Trustee Reid shared impressions from Convocation, highlighting the College's support for equity, success, and retention. He encouraged Trustees to visit the MOSAIC Center, describing it as a vibrant, inclusive environment for students.

Trustee Gardner praised the student speakers and the presentation at Convocation, referring to FCC Future Ready, and requested future updates on its role in improving student performance and retention. She then raised questions about the consent agenda, suggesting the value of discussion on certain items without implying noncompliance; expressed concern that the Performance Accountability Report is described as essentially the new strategic plan, but the Board of Trustees was not involved in its development; suggested that the Board should play a role in setting strategic policy alongside staff and administration; and requested a future discussion to revisit Board Policy GP-7 Board Planning Cycle and Agenda Control and Board Policy GP-8 Governing Style to clarify Trustee authority to ask questions and provide input. Trustee Gardner also inquired about the status of ownership linkage sessions from the July retreat and requested that the Board have the opportunity to help set budget priorities in the fall.

Trustee Hernandez reported on attending Convocation for the first time, describing it as informational, educational, and inspirational. She observed the positive energy among staff, attributing it to a supportive work environment, and commended President Cheek and her team.

Trustee Whitworth expressed concern about the materials for this meeting and possible contradictions regarding Board responsibilities for strategic planning and ownership linkage, asserting that the Board is responsible for these areas and the administration is also conducting outreach and planning without Trustee input. She suggested that the Board clarify its responsibilities.

Chair Luck thanked Trustees for their comments and noted that this portion of the agenda is not intended for back-and-forth discussion on specific issues. He added that all items will be addressed according to Board policy, and it may be necessary to clarify areas of confusion as they come up on the agenda.

President Cheek introduced Dr. Jerry DeSanto, who began serving as the Chief Information Officer and Vice President for Information Technology on September 15, 2025. She then announced a new *Future in Focus* segment that she will occasionally share as part of her comments to highlight how FCC is preparing for what's next and positioning the College to remain future ready. Dr. Matthew Paushter, Chief Foresight and Decision Support Officer, provided a presentation highlighting how FCC is combining retrospective reports like the Performance Accountability Report with leading indicators and real-time data to support student success, using tools like Navigate360 to identify early warning signs and address institutional performance gaps to analyze whether the institution is

meeting the needs of students. President Cheek concluded by underscoring that proactive use of data transforms it into a strategic advantage, removing barriers for students and strengthening FCC for all.

CONSENT / REQUIRED APPROVALS AGENDA

On a motion made by Trustee Whitworth, the Board unanimously approved the following items, as presented:

- Piggyback Contract Renewal with Frederick County for Interpreting Services for the Deaf and Hard-of-Hearing
- Piggyback Contract with Henley Construction Co., Inc. for Renovation of the Biotech Lab
- 2025 Performance Accountability Report

INFORMATION/DISCUSSION ITEMS

Fiscal Year-to-Date Unaudited Draft Financial Report through the Quarter

Ending June 30, 2025 – Scott McVicker, Chief Financial Officer (CFO) and Vice President for Administration, went through the report in detail with the Board.

MONITORING BOARD PERFORMANCE:

Board Policy Review: BCD-1 Unity of Control – The Board reviewed this policy for currency. There was discussion regarding possible repetition with Board Policy BCD-3 Delegation to the President. It was noted that repetition reinforces policy. There were no suggested revisions.

Board Policy Review: GP-10 Board Expenses – The Board reviewed this policy for currency. There was discussion regarding possible repetition with Board Policy GP-9

Investment in Governance and an inquiry regarding when that policy will be reviewed. It was acknowledged that the Board has an approved FY 2026 Board Policy Review and Monitoring Schedule and GP-9 is scheduled to be reviewed at the June 10, 2026 meeting. There were no suggested revisions.

ACTION ITEM

Approval of Amendment to Bylaws – The Board reviewed a proposed amendment to the Board of Trustees Bylaws at its last meeting to add a statement of rules regarding the conduct of persons attending Board of Trustees meetings. The revised Bylaws were submitted for approval.

On a motion made by Trustee Hernandez, the Board unanimously approved the Amendment to Bylaws, as presented.

Approval of Revisions to BCD-3 Delegation to the President – The Board reviewed a proposed revision at its last meeting to add “administrative” before “policies” in item 6. The revised policy was submitted for approval.

There was discussion regarding possible contradictions between Article X of the Bylaws, Board Policy BCD-3 Delegation to the President, and Board Policy GP-9 Investment in Governance relating to delegation of responsibilities to the President. A concern was raised that too much authority may be delegated without clear definition of what responsibilities remain with the Board. It was clarified that while the Board is the sole governing body and ultimately accountable for the items listed in Article X of the Bylaws, this accountability is exercised through Board policies that delegate operational

responsibilities to the President. There was discussion regarding the Board's role in strategic planning, and a request was made for further discussion at the next Board retreat.

On a motion made by Trustee Reid, the Board unanimously approved the revisions to BCD-3 Delegation to the President, as presented.

Approval of Revisions to BCD-4 Monitoring President Performance – The Board reviewed proposed revisions at its last meeting to change “CEO” to “President” in the first line of the policy; change “his or her” to “their” in item 2.1; and remove the Monitoring Schedule at the end of the policy. The revised policy was submitted for approval.

On a motion made by Trustee Reid, the Board unanimously approved the revisions to BCD-4 Monitoring President Performance, as presented.

Approval of Annual Board Self-Assessment Tool – The Board reviewed the proposed annual board self-assessment tool that was introduced at the July Board Retreat and discussed at its last meeting. The Annual Board Self-Assessment Tool was submitted for approval.

A suggestion was made to add a “not yet implemented” (N/A) option for the rating scale so that items that have not been started are not marked as unmet. A revision was proposed to change references from “CEO” to “President” for consistency with other policies. There was discussion regarding a suggestion to change operational to administrative in section 8. It was explained that both administrative and operational are used throughout Board policies, and the term operational is more appropriate for this section.

No action was taken. The identified revisions will be incorporated and submitted to the Board for approval at its next meeting.

MEETING CONTENT REVIEW

Chair Luck led a discussion for the consideration of areas for meeting content improvement and the effectiveness of the meeting as it adheres to the principles of Policy Governance®. It was acknowledged that the purpose and structure of the comments period is intended for sharing thoughts on any exposure to College activity, stakeholders and the community rather than for back-and-forth discussion and that questions during the meeting should be aligned with the relevant agenda items to maintain focus. A suggestion was made to spend more time during meetings to talk about the College's accomplishments and programs and hear from students. It was clarified that while this information is good to know, it is not the work of the Board.

ADJOURNMENT

The meeting adjourned at 6:13 p.m.

NEXT MEETING

The next regular meeting of the Board will be held on Wednesday, October 15, 2025.

Dr. Annesa Payne Cheek
Secretary/Treasurer

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