

**BOARD OF TRUSTEES
FREDERICK COMMUNITY COLLEGE**

**July 21, 2021
Board Retreat
Student Center (H202/203)**

In Attendance:

Trustees Tom Lynch, Chair; Carolyn Kimberlin, Vice Chair; Ellis Barber; Gary Fearnow; Theodore Luck; Dr. April Miller; and Dr. John Molesworth. Also present were President Elizabeth Burmaster, Secretary/Treasurer of the Board; Dr. Thomas Powell, incoming Interim President; Gerald Boyd, Special Assistant to the President for Institutional Effectiveness; Lewis Godwin, Chief of Operations; Dr. Tony Hawkins, Provost/Executive Vice President for Academic Affairs, Continuing Education, and Workforce Development; and Kari Melvin, Recording Secretary.

Board Chair Lynch convened the retreat at 10:08 a.m.

Chair Lynch welcomed new Trustee Theodore Luck.

Special Assistant Boyd provided a presentation on FCC Data. It included year over year figures for annual unduplicated credit headcount, the Frederick County population vs. unduplicated credit headcount, Frederick County Public Schools graduates vs. unduplicated credit headcount, student profiles, dual enrollment, tuition and fees, degrees and graduates, and employee compensation. A copy of the presentation is available from the President's Office.

President Burmaster led a discussion on the development of annual strategic priorities for 2021-2022. The Trustees identified the following Annual Strategic Priorities for 2021-2022:

Assess the impact of the COVID-19 pandemic on College instruction and operations in order to implement an effective recovery and transition to a post-pandemic vision of FCC Forward.

AACEWD

Develop new programming that prepares students for local, state, and national workforce needs and opportunities.

Learning Support

Implement a new student success management system designed to improve student outcomes.

Operations

Develop a 10-year state-required Facilities Master Plan update that supports FCC Forward and adheres to MHEC guidelines.

IT

Develop a new College IT strategic plan.

Finance

Implement the cost-to-educate finance model into the annual budgeting process.

Human Resources

Establish a strategic framework that guides professional development and training.

Institutional Effectiveness

Successfully navigate the MSCHE Midpoint Peer Review process.

The Board of Trustees Bylaws were reviewed and the Trustees agreed upon a revision to be submitted for approval at the August 25, 2021 regular Board meeting.

The Board took a recess at 11:58 a.m.

The Board reconvened at 12:18 p.m.

CLOSED SESSION

At 12:19 p.m., the motion was made by Vice Chair Kimberlin to convene in closed session. The motion was seconded by Trustee Molesworth and unanimously approved by the Board.

This action was taken in accordance with the 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. In attendance: Trustees Tom Lynch, Chair; Carolyn Kimberlin, Vice Chair; Ellis Barber; Gary Fearnow; Theodore Luck; Dr. April Miller; and Dr. John Molesworth. Also present was Kari Melvin, Recording Secretary. Trustee Dr. John Molesworth was present for a portion of the meeting and left at 1:01 p.m. Melissa Bard, Vice President for Human Resources, and Dr. Eric Richtmyer, Senior Consultant from Academic Search, were present for a portion of the meeting and left at 2:12 p.m.

The Board reviewed closed session minutes from May 19, 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 Trustee Barber and seconded by Trustee Molesworth, the Board approved the May 19, 2021 closed session minutes as presented, 6-0-1 with Trustee Luck abstaining.

The Board discussed the characteristics and traits that are desired for the next president and the parameters for the presidential search process, including the process for selecting the Search Committee members.

No action was taken.

The Board identified a potential topic for a future closed session related to the next president.

No action was taken.

The closed session adjourned at 2:22 p.m.

**Elizabeth Burmaster
Secretary/Treasurer**

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