

**BOARD OF TRUSTEES  
FREDERICK COMMUNITY COLLEGE**

**April 22, 2020  
Regular Meeting**

The Board of Trustees of Frederick Community College met in regular session on Wednesday, April 22, 2020 via conference call due to the COVID-19 public health emergency. Trustees were considered in the determination of a quorum per the Board of Trustees Bylaws due to time-sensitive items on the agenda. Participating on the call 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; Wen Nellis, Secretary, Faculty Association (FA); Brian Holt, Chair, Support Staff Association (SSA); Administrative Staff Association (ASA) Executive Committee member Peter Lee; Mary Rolle, Chair, College Senate; Frank Seidel, Senate Calendar Committee Chair; Dr. Mary Jo Anderson, Interim Vice President (VP) for Finance; Melissa Bard, 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); and Joseph McCormick, Chief Information Officer (CIO).

**CALL TO ORDER**

The meeting was called to order by Board Chair Molesworth at 6:00 p.m. Ms. Melvin conducted a roll call of those participating on the call.

## **APPROVAL OF MINUTES**

The Chair called for approval of the minutes of the March 18, 2020 regular meeting of the board.

*On a motion made by Trustee Miller and seconded by Trustee Kimberlin, 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 CIP Construction Projects Update and Frederick Community College Response to COVID-19 Middle States Report.

President Burmaster thanked all of the faculty, staff, administrators, and students for going the distance during the pandemic. Everyone has stepped to the plate with student completion as the top priority. She added that FCC is a very special place and our dedication to each other is getting us through unprecedented challenges. President Burmaster thanked the Trustees for their support, advice, and expertise in helping guide the College.

President Burmaster reported that County Executive Gardner included the FCC request for \$1.4 million to provide salary improvements for College employees. The budget now goes through the County Council approval process. President Burmaster and Chair Molesworth submitted written testimony for the County Council Budget Hearing on April 21, 2020 requesting support for the \$1.4 million request and it was read into the official record. President Burmaster, COO Godwin, and Director of Capital Planning and Project Management John Anzinger will participate in a County Council Budget Workshop on April 30, 2020. This is part of the regular process with the difference being that now

everything is being conducted virtually. President Burmaster added that these are very tough budget times and the State and County are going to be facing challenging decisions.

### **INFORMATION/DISCUSSION ITEMS**

#### **Quarterly Financial Report – Period Ending March 31, 2020 – Interim VP**

Anderson presented this item. She went through the report in detail with the Board. A copy of the report is available from the President's Office.

There was discussion regarding the FEMA contract revenue. College administration recognized the issues of relying on grant funds and has reduced the reliance on that revenue in the operational budget over the past several years.

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

### **ACTION ITEMS**

**Approval of Renewal of FY 2021 Group Health, Prescription Drug, Dental, and Vision Insurance to Cigna and Employer/Employee Contributions** – VP Bard presented this item. An award to Cigna for the Group Health, Prescription Drug, Dental, and Vision insurance for eligible FCC employees was effective on July 1, 2016 based on RFP #16-HR-02. This award could be renewed annually for up to four additional years. It was renewed in FY 2018, FY 2019, FY 2020, and FY 2021 will be the fifth year with CIGNA under this award and the fourth and final renewal year.

The College will continue to offer two health insurance plans, which include a high deductible plan and an in-network plan.

For the high deductible plan, the College will continue to contribute to a Health Savings Account (HSA) for each enrolled employee. Historically, since the high deductible plan went into effect, the College has contributed to the HSA and also offset the employee share of the in-network plan.

**Administration recommends continuing the opt-out incentive to employees who do not elect FCC health insurance coverage.**

**VP Bard recommended approval to renew the group health, prescription drug, dental, and vision insurance plans with Cigna for FY 2021, approval to continue to provide the opt-out incentive, and approval of the employer/employee contributions to the plans, which the Board members received in their meeting packet.**

*On a motion made by Trustee Lynch and seconded by Trustee Miller, the Board unanimously approved the renewal of the FY 2021 Group Health, Prescription Drug, Dental, and Vision Insurance to Cigna, the continued opt-out incentive, and employer/employee contributions, as presented.*

**Approval of Frederick Community College 2021-2022 Calendar – Senate Calendar Committee Chair Seidel presented this item. The proposed calendar was developed by the Calendar Committee of the College Senate. It was approved by the Senate on November 25, 2019 and presented to the President’s Cabinet on April 15, 2020 for review. Minor revisions have been made for clarity.**

**The proposed Calendar includes College holidays, College breaks, and two days for College convocations. The Fall Convocation will be on August 19, 2021 and the Celebration of Excellence will be on January 20, 2022. Commencement will be held on May 19, 2022. The proposed Calendar meets all academic requirements for all College programs.**

**Senate Calendar Committee Chair Seidel recommended approval of the Frederick Community College 2021-2022 Calendar, as presented.**

*On a motion made by Trustee Diaz and seconded by Trustee Barber, the Board unanimously approved the Frederick Community College 2021-2022 Calendar, as presented.*

**Approval of Piggyback Contract with Callas Contractors Inc.; Piggyback of the Frederick County Public Schools (FCPS) Contract #17MISC1 (General Construction Contractors for Minor Construction Projects) for the Miscellaneous Minor Renovations Project** – COO Godwin presented this item. The Miscellaneous Minor Renovations project includes miscellaneous renovations on both the main campus and the Monroe Center. A detailed list of renovations to the Student Center (Building H) H100 Dean of Students, Monroe Center (Building MC) MC107 Dining Room, MC127 CNA Lab Cubicle Curtains, and MC149 Welding Lab Exterior Walls was provided to Board members in their meeting packet.

Frederick County Public Schools (FCPS) has an existing contract in place for General Construction Contractors for Minor Construction Projects, in which they solicited formal technical and pricing proposals from General Construction Contractors. The short-listed general contractors were selected based on combined technical and pricing score results. Contracts were awarded to three general contractors - Callas Contractors, Inc., Keller Brothers, Inc., and Waynesboro Construction Co., Inc. Under the terms of this contract projects are to be bid out to the three short-listed contractors and awarded to the responsive low bidder.

Utilizing the terms and guidelines of the FCPS contract 17MISC1, the Capital Planning and Project Management team prepared a request for bids (RFB 20-FP-06 Miscellaneous Minor Renovations) to solicit bids from the short-listed general construction contractors in the FCPS contract.

Callas Contractors, Inc. was the low responsive bidder for the Student Center (Building H) project in the amount of \$37,400.00, and the Monroe Center (Building MC) project in the amount of \$86,600.00, for a total bid of \$124,000.00.

**Funds for these projects are available in the capital improvements program (CIP) budgets for Building H and the Monroe Center.**

**COO Godwin recommended approval of the use of the Frederick County Public Schools (FCPS) Contract 17MISC1 for Miscellaneous Minor Renovations for the Student Center (Building H) and Monroe Center (Building MC), from Callas Contractors, Inc. in the amount of \$124,000.00 plus a 10% contingency of \$12,400.00 to cover any potential unforeseen or hidden conditions, at a total proposed project cost of \$136,400.00.**

***On a motion made by Trustee Barber and seconded by Trustee Lynch, the Board unanimously approved the piggyback contract with Callas Contractors, Inc., as presented.***

#### **TRUSTEE COMMENTS**

**Vice Chair Lynch said he hopes everyone stays healthy and takes care of themselves. He welcomed Interim VP Anderson. The other Trustees joined him in welcoming her.**

**Trustee Kimberlin thanked everyone who was involved in the development of the Student Guide webpage and said it is full of great information. She added she was impressed with how comprehensive it is. Provost/EVP Hawkins said it was a collaborative effort between the AACEWD, Learning Support, and Marketing Teams to help students transition to alternative modes of instruction and support faculty. It is a living document that is updated regularly.**

**Trustee Miller echoed Trustee Kimberlin's comments. She expressed deep appreciation for meeting students where they are and commented on the additional outreach that has been done to identify any barriers for students to meet their goals. Trustee Miller thanked Chair Molesworth and President Burmaster for their leadership during this time.**

## **ADJOURNMENT**

*The regular meeting adjourned at 6:30 p.m.*

## **NEXT MEETING**

The next regular meeting of the Board will be held on Wednesday, May 13, 2020.

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

Prepared by Kari Melvin  
Office of the President  
Frederick Community College