

**BOARD OF TRUSTEES  
FREDERICK COMMUNITY COLLEGE**

**March 18, 2020  
Regular Meeting**

The Board of Trustees of Frederick Community College met in regular session on Wednesday, March 18, 2020 in the Chris T. Matthews Board Room (A201). In attendance: Trustee Dr. John Molesworth, Chair. The following Trustees participated via conference call and were considered in the determination of a quorum per the Board of Trustees Bylaws due to time-sensitive items on the agenda: Tom Lynch, Vice Chair; Nick Diaz; Gary Fearnow; Carolyn Kimberlin; and Dr. April Miller. Trustee Ellis Barber was unable to participate. Janice Spiegel, Director of Education and Special Initiatives, also participated via conference call. Also in attendance: President Elizabeth Burmaster, Secretary/Treasurer of the Board; Kari Melvin, Recording Secretary; Brian Holt, Chair, Support Staff Association (SSA); Lewis Godwin, Chief of Operations (COO); Joseph McCormick, Chief Information Officer (CIO); and Dana McDonald, Vice President (VP) for Finance.

**CALL TO ORDER**

The meeting was called to order by Board Chair Molesworth at 6:00 p.m. The Chair recognized SSA Chair Holt.

**APPROVAL OF MINUTES**

The Chair called for approval of the minutes of the February 19, 2020 board conversation and regular meeting of the board.

*On a motion made by Trustee Diaz and seconded by Trustee Kimberlin, the Board unanimously approved the minutes, as presented.*

## **PRESIDENT'S MONTHLY REPORT**

President Burmaster did not provide highlights for her written report in the interest of time. Board members received her report in their meeting packet. She provided an update on the College response to the COVID-19 health emergency. All communications to the College community are archived on a dedicated page of the public website and also on the intranet. The Maryland Higher Education Commission has asked for copies of all communications from all colleges and universities. Things are changing rapidly in these uncertain times. All instruction moved to alternative modes on Monday, March 16, 2020. Professional development was offered for faculty March 16 and 17, 2020 to assist in the transition. All administrators and staff reported on Monday, March 16, 2020 to prepare for the move to remote operations beginning Tuesday, March 17, 2020. Only identified essential personnel are working on the main campus and the Monroe Center per our Continuity of Operations Plan. Staff have been cleaning rooms and posting signs that they have been deep cleaned. The current plan is to return to normal operations on March 28, 2020. However, there is a 99% chance this will be extended. The College is monitoring directives issued by the Governor, the State Superintendent of Schools, and the President.

President Burmaster then introduced the new Chief of Operations, Lewis Godwin.

### **ACTION ITEMS**

#### **Approval of Renewal of Contract for Professional Auditing Services – VP**

McDonald presented this item. The College solicited proposals for professional auditing services (RFP# 15MISC5) jointly with Frederick County Public Schools (FCPS) and Frederick County Government (FCG) in March 2015. The College Board of Trustees approved the award of the contract for professional auditing services to be performed for the College and the Foundation to SB & Company in April 2015. This award was for

**an initial two-year contract with the option to renew each year for an additional four years.**

**The first two years of the contract covered professional auditing services for FY 2015 and FY 2016. Three additional renewal years were approved for FY 2017, FY 2018, and FY 2019. Both FCG and FCPS have also recommended a one-year year contract renewal for the FY 2020 audit. This will be the final year of the four renewal years per the contract. A new RFP is anticipated in the coming fiscal year for professional auditing services for the FY 2021 audit.**

**The cost of the services for the FY 2020 audit is \$46,000 and will be funded through the FY 2021 College operating budget.**

**VP McDonald recommended approval to award the final one-year contract renewal for professional auditing services for FY 2020 for both the College and the FCC Foundation to SB & Company, for the total of \$46,000.**

*On a motion made by Trustee Lynch and seconded by Trustee Miller, the Board unanimously approved to award the final one-year contract renewal to SB & Company, as presented.*

**Approval of Proposed FY 2021 Credit Tuition and Fees – VP McDonald presented this item. The Board of Trustees approved the proposed operating budget on February 22, 2020. This budget included an increase to in-county tuition from \$125/credit to \$128/credit for in-county tuition. It also included an increase of \$7/credit to the out-of-county and \$9/credit to the out-of-state per credit tuition rates. These rates are increasing to \$280/credit and \$379/credit, respectively. Tuition for dual enrollment courses will continue to be 75% of the in-county tuition rate for open campus and high school based courses with**

FCC faculty. For high-school based courses with FCPS faculty, tuition will continue to be 43% of the in-county tuition rate.

The approved proposed operating budget included no increase to the consolidated service fee or the student activity fee.

One course fee has been added to the schedule. Students are currently paying for Assessment Technology Institute (ATI) materials through the Bookstore. The ATI materials include access to digital tutorials, assessments, simulations, and test prep, as well as some hard copy review booklets. This change will save money for our students since they will not pay for a mark-up to the cost of the materials charged by the Bookstore. The fee will be \$293.36 per semester as opposed to the current charge of \$325.95 per semester at the Bookstore. The nursing program will purchase the materials and distribute them to students.

VP McDonald recommended approval of the proposed FY 2021 credit tuition and fees schedule. Upon approval, the schedule of proposed FY 2021 credit tuition and fees will be used for fall 2020 registration, which begins on April 20, 2020.

*On a motion made by Trustee Diaz and seconded by Trustee Kimberlin, the Board unanimously approved the FY 2021 credit tuition and fees schedule, as presented.*

**Approval of Award Recommendation – RFP# 20-FP-03 for Architectural/Engineering Services, Annapolis Hall Renovation project to Murphy & Dittenhafer, Inc., in the amount of \$115,660** – COO Godwin presented this item. The College solicited proposals from firms interested in providing Architectural/Engineering Services for the Annapolis Hall Renovation project. The objective of the request for proposals (RFP) was to select an architectural firm to provide professional services during the design and construction of the project. The project will allow for the reconfiguration and enhancement of outdated

classrooms located on the first floor, enable upgrades to the Services for Students with Disabilities and Veteran & Military Services offices, as well as minor modifications to the administrative offices. The project will also address deferred maintenance issues, such as LED light fixture upgrades, restroom renovations, elevator upgrade (A/B and B/C knuckles) and ADA accessibility improvements (including the A/B and B/C knuckles). The renovation will include offices, workrooms, staff lounges, meeting rooms, classrooms, and other support facilities and spaces. The major functions to be located in the building include: the President's Suite; the Chris T. Matthews Board Room; the Office of Institutional Advancement and the FCC Foundation; Institutional Effectiveness and Marketing; Chief of Operations, College Safety and Emergency Preparedness, and Facilities Planning; Provost/Executive Vice President for AACEWD; Office of Adult Services; Services for Students with Disabilities; Veteran and Military Services; Diversity, Equity and Inclusion; and the Mid-Atlantic Center for Emergency Management & Public Safety (to be relocated from another building).

A formal RFP was advertised on eMaryland Marketplace Advantage and posted to the College Bid Board. A pre-proposal conference was held to review the project scope of work and address questions. Thirty firms attended the pre-proposal conference. Answers to requests for information (RFIs) submitted by potential bidders were addressed in two addenda to the RFP posted on the College Bid Board. Technical proposals were received from nine firms. One was non-responsive. The technical proposals were reviewed by the evaluation committee and five firms were short-listed and selected for an oral interview and to submit a price proposal. Murphy & Dittenhafer, Inc. was recommended for the award based on the results of the overall combined scores. Funds for this award are

available in the capital improvements program (CIP) budget for the Annapolis Hall Renovation project.

COO Godwin recommended approval to award RFP 20-FP-03 for Architectural/Engineering Services, Annapolis Hall Renovation project to Murphy & Dittenhafer, Inc., in the amount of \$115,660.

*On a motion made by Trustee Lynch and seconded by Trustee Miller, the Board unanimously approved the award to Murphy & Dittenhafer, Inc., as presented.*

**Approval of Award Recommendation – RFP# 20-FP-04 for Construction Manager at Risk with Guaranteed Maximum Price (GMP) Services, Annapolis Hall Renovation project to J. Vinton Schafer & Sons, Inc. in the amount of \$54,231 for pre-construction services** – COO Godwin presented this item. The College solicited proposals from firms interested in providing Construction Manager at Risk with Guaranteed Maximum Price (GMP) Services for the Annapolis Hall Renovation project. The objective of the request for proposals (RFP) was to select a construction manager at risk (CMR) firm to provide professional management services during the design and construction of the Annapolis Hall Renovation project. The selected firm will complete the project as specified by the College, on time, and for a guaranteed maximum price (GMP).

A formal RFP was advertised on eMaryland Marketplace Advantage and posted to the College Bid Board. A pre-proposal conference was held to review the project scope of work and address questions. Eleven firms attended the pre-proposal conference. Answers to requests for information (RFIs) submitted by potential bidders were addressed in two addenda to the RFP posted on the College Bid Board. Technical proposals were received from six firms. The technical proposals were reviewed by the evaluation committee and three firms were short-listed and selected for an oral interview and to submit a price

proposal. J. Vinton Schafer & Sons, Inc. was recommended for the award based on the results of the overall combined scores. The current recommendation to the board is for pre-construction services. The construction management fee will be included as part of the GMP to be presented to the Board for approval following the completion of design, approval of construction documents, and acceptance of the GMP. Funds for this award are available in the capital improvements program (CIP) budget for the Annapolis Hall Renovation project.

COO Godwin recommended approval to award RFP 20-FP-04 for Construction Manager at Risk with Guaranteed Maximum Price (GMP) Services, Annapolis Hall Renovation project to J. Vinton Schafer & Sons, Inc. in the amount of \$54,231 for pre-construction services.

*On a motion made by Trustee Kimberlin and seconded by Trustee Diaz, the Board unanimously approved the award to J. Vinton Schafer & Sons, Inc., as presented.*

**Approval of Award Recommendation – RFP# 20-IT-01 for Phone System Replacement project to Iron Bow Technologies in the amount of \$923,163 – CIO** McCormick presented this item. The College solicited proposals from qualified firms to assess College telecommunications needs, recommend and design a solution for replacement, and implement a solution. Improving availability, management, capabilities, and security of the phone system in accordance with all requirements and terms and conditions contained in this RFP are critical to College operations. The project will take place at the main campus and Monroe Center. The core of the telecommunications system is located in Linganore Hall with additional components in each major building. The College Network Infrastructure team will work side-by-side with the vendor selected for this RFP to implement the solution. The vendor must have the experience and expertise to

**perform all duties required in order to have a successful implementation of the solution.**

**The initial contract period is for three years with two one-year renewal options.**

**A formal RFP was advertised on eMaryland Marketplace Advantage and posted to the College Bid Board. A pre-proposal conference was held to review the project scope of work and address questions. Thirteen firms attended the pre-proposal conference.**

**Technical proposals were received from ten firms. Two were non-responsive. The technical proposals were reviewed by the evaluation committee and five firms were short-listed and selected for an oral interview and to submit a price proposal. Iron Bow Technologies, who presented a Cisco telecommunications solution, was recommended for the award based on the results of the overall combined scores. Funds for this award are available in the capital improvements program (CIP) budget.**

**CIO McCormick recommended approval to award RFP 20-IT-01 Phone System Replacement project to Iron Bow Technologies, in the amount of \$923,163 for a three year contract with the option to renew up to two additional years in one year increments.**

*On a motion made by Trustee Lynch and seconded by Trustee Diaz, the Board unanimously approved the award to Iron Bow Technologies, as presented.*

**Approval of Access Controls Project – Building E Project Scope – Proposed Change Order #15r4 in the amount of \$35,443.07 – COO Godwin presented this item. As provided in the Financial Procedures Manual, individual change requests greater than \$25,000, and any change requests that exceed the approved change order contingency budget for a project, require approval of the Board of Trustees. At the time of approval, the Board will be given a cumulative tabulation of all project change orders listed individually, and shown against the change order contingency budget.**



**This request is for proposed change order (PCO) #15r4 for the Access Control Building E project scope in the amount of \$35,443.07.**

**The original scope of work for the College-wide access controls project related to Building E was intended to occur prior to the Building E capital renovation project. In an effort to minimize impact and disruption to employees as the existing card swipe access was being transitioned to the new proxy cards access system on the main campus, the installation was deferred and scheduled over winter break 2019. At this time, the construction phase of the Building E renovation had just begun, therefore the original access control scope for Building E was revised to reflect the expanded scope based on the new space configuration of Building E.**

**The pricing for PCO #15r4 is based on the revised scope, which includes installation and coordination of access controls on 20 additional doors. Equipment that was purchased for the original scope, but not installed, will be utilized and additional equipment will be purchased as required for the increased scope. The proposed cost includes the addition of parts and labor associated with the increased scope.**

**Pricing includes: equipment and installation for locations as provided on the scope drawings; coordination of work with the Construction Manager at Risk for the Building E renovation project; labor warranty for equipment provided for one year from installation date; labor warranty for installation of owner provided equipment; parts warranty shall be the same as the manufacturer's standard warranty; and installation of previously purchased equipment with additional equipment to be provided and installed.**

**The project contingency of \$14,433.35 has a balance of \$8,209.06. The remaining contingency will be used for this PCO, and funding is also available in the Systemics budget for the PCO balance of \$27,234.01.**

**COO Godwin recommended approval of PCO #15r4 for the Access Control Building E project scope in the amount of \$35,443.07.**

*On a motion made by Trustee Fearnow and seconded by Trustee Diaz, the Board unanimously approved PCO #15r4, as presented.*

**TRUSTEE COMMENTS**

**Trustee Miller thanked and wished everyone well.**

**ADJOURNMENT**

*The regular meeting adjourned at 6:44 p.m.*

**NEXT MEETING**

**The next regular meeting of the Board will be held on Wednesday, April 22, 2020.**

**Elizabeth Burmaster  
Secretary/Treasurer**

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