

**BOARD OF TRUSTEES  
FREDERICK COMMUNITY COLLEGE**

**February 19, 2020  
Regular Meeting**

The Board of Trustees of Frederick Community College met in regular session on Wednesday, February 19, 2020 in the Chris T. Matthews Board Room (A201). In attendance: Trustees Dr. John Molesworth, Chair; Tom Lynch, Vice Chair; Ellis Barber; Nick Diaz; Carolyn Kimberlin; and Dr. April Miller. Trustee Gary Fearnow was unable to attend. Also in attendance: President Elizabeth Burmaster, Secretary/Treasurer of the Board; Janice Spiegel, Director of Education and Special Initiatives; Kari Melvin, Recording Secretary; Lora Diaz, Treasurer, Faculty Association (FA); Brian Holt, Chair, Support Staff Association (SSA); Administrative Staff Association (ASA) Executive Committee member Heather Hinkle; Colleen McDougal, Student Government Association (SGA) Vice President (VP) of Communications; Jerry Boyd, Special Assistant (SA) to the President for Institutional Effectiveness; Dr. Nora Clark, VP for Learning Support; Dr. Tony Hawkins, Provost/Executive Vice President (EVP) for Academic Affairs, Continuing Education, and Workforce Development (AACEWD); Joseph McCormick, Chief Information Officer (CIO); Dana McDonald, VP for Finance; Colleen McDougal, Student Government Association (SGA) VP of Communications; Dr. Kathy Brooks, Professor and Department Chair, Communications, Humanities, and Arts; Shemica Sheppard, Associate Professor, English; John Anzinger, Director of Capital Planning and Project Management; and other members of the College and staff.

**CALL TO ORDER**

The meeting was called to order by Board Chair Molesworth at 7:01 p.m. The Chair recognized the Affinity Group representatives and others present.

## **APPROVAL OF MINUTES**

The Chair called for approval of the minutes of the January 22, 2020 board budget workshop and regular meeting of the board.

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

## **PRESIDENT'S MONTHLY REPORT**

President Burmaster commented that the sabbatical reports during the Board Conversation this evening were very productive and will benefit students and the College community. President Burmaster then gave highlights from her written report, which the Board members received in their meeting packet. Also included in the President's written report was the CIP Construction Projects Update. She noted she attended the Institute for Learning in Retirement (ILR) Spring Social on January 21, 2020 and that enrollment in ILR reached 1,335 last semester; a group of students, faculty, and staff from the FCC Hospitality, Culinary, and Tourism Institute (HCTI) served gourmet s'mores during the City of Frederick First Saturday Fire in Ice on February 1, 2020; there were 122 attendees at the FCC High School Night for Seniors on January 22, 2020; and she and VP Bard met with representatives from Cigna on February 4, 2020 regarding the health insurance rates for FY 2021.

President Burmaster then announced the following upcoming events: the Certified Nursing Assistant Pinning Ceremony on March 11, 2020 and a dinner at 200 Monroe for the President, Board of Trustees, and Ms. Spiegel.

## **INFORMATION ITEMS**

### **Overview of Current Telecommunications Infrastructure at FCC – CIO**

McCormick presented this item. The College has been working through the RFP process to

**procure a new phone system for the College. The funding request will be brought to the Board of Trustees in March. The purpose of this item is to share information on our current environment and the requirements in the RFP.**

**The current telecommunications environment is over 25 years old. The College Network Infrastructure team has been working to keep this system up and running past its useful shelf life. It has been upgraded as components were available and as the College grew. The current system supports over 600 phones, which include connections from other systems like the code blue phones for emergency communications, fax lines, and voicemail. The age of the current system makes it very difficult to find support and components are hard to find. We regularly experience problems that affect all users.**

**Current phones are a blend of traditional analog phones, digital phones, and very few voice-over-internet protocol (VoIP) phones. Each of these phones requires the use of a template which must be programmed on the phone switch. Most of these phones also require what are called cross connects which allow for connections between buildings. When we have problems with a phone, given the nature of how this older technology is connected, there are many potential failure points, and troubleshooting can be time consuming.**

**Current landlines support the phones you see on a desk, on a wall as an emergency phone, or in a classroom. They are a fixed asset in a specific location and moving them requires time and programming changes. These phones are a bit inflexible and portability is limited. This simply means they are able to do what they were originally designed to do and cannot easily be moved.**

**The College also supports legacy fax and voicemail systems. Both must be retrieved from a physical device.**

**The landscape of telecommunications options today looks far different than 25 years ago. Home internet providers offer phone service called VoIP. This newer method of providing phone service uses computer networks and existing services rather than older cabling built as part of a legacy phone network. It also significantly increases the capabilities in a VoIP phone system over a traditional phone line. VoIP has become the predominate telecommunications technology sold.**

**VoIP within higher education has the potential to allow for a physical phone that we all are accustomed to and many providers have an application that can be installed on a computer, tablet, or mobile phone called a unified communications client. This software ties in the phone but adds secure capabilities to chat, collaborate, share screens, video conference, send files, and check voicemail, all from the application. The unified communication client can even be a replacement for a landline phone.**

**Unified communications allow us to also take what now is a number of disparate technologies and manage them from a single location.**

**VoIP also simplifies phone setup. Instead of taking 10-20 minutes to set up a template on a phone switch and then another 30-60 minutes for cross connecting it between buildings, you now can set up a phone with a few clicks and focus more time and attention on supporting your users.**

**VoIP services from companies can included on premises or cloud-based components. Legacy phone systems use hardware that is operated only on site, but VoIP opens up options where the location of the phone switch becomes less relevant and many service providers host the systems used. The RFP outlined what we want the outcome of the phone system experience to be so that we can move the College into a new telecommunications experience. Some possibilities include a faculty member who could just**

as easily answer a phone call from a student on a computer or tablet as they could from a physical phone on their desk, a staff member who can quickly collaborate with students using a messaging software platform that is secure and that is tied to their phone extension, receiving voicemail and fax messages through email, and new opportunities to assist students by analyzing call routing and reporting. Connectivity, portability, security, and integration with other College systems were all considerations in the development of the RFP.

CIO McCormick opened the discussion for questions and comments, which included looking into the possibility of a third party option for text messaging; recycling of the existing infrastructure of copper wiring would be addressed as construction projects are identified for the College; implementation of the new system is hoped to take no more than six months; the new system should have a shelf life of at least ten years; ensuring the system is compatible with how students like to communicate; addressing protocols during power outages and emergency situations; and, all RFP finalists were asked to submit a SOC 2 report and will be vetted on their reporting controls as they relate to security, availability, processing integrity, confidentiality, and privacy.

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

**Ghana: Hear Our Voices!** – Provost/EVP Hawkins introduced this item. In 2017, the College international education focus emphasized global learning and global engagement. A lot of emphasis was taken off of international travel and instead focused on global components of Frederick County as a basis for global studies and learning in our community. The FCC Diversity, Equity, and Inclusion Strategic Plan was approved by the Board of Trustees in June 2019 and included an emphasis on study abroad and international travel. In an attempt to diversify our study abroad opportunities, FCC

applied for and received a “Study Abroad Capacity Building Grant” from the U.S. Department of State to develop and offer a new Study Abroad courses in Ghana, West Africa. We were one of 22 institutions selected across the country and one of only four community colleges selected. Dr. Kathy Brooks (Communication), Sharon Garvey (Nursing), Corwin Parker (Social Science), and Shemica Sheppard (English) recently returned from their exploratory trip to Ghana in preparation for student trips next January. Students in the Communication, English, and Social Science courses will travel together, while the nursing students will travel separately, gaining clinical experience in a hospital.

A copy of the presentation is available from the President’s Office.

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

#### **ACTION ITEMS**

**Approval of FY 2021 Proposed Operating Budget to be submitted to the County Executive** – VP McDonald presented this item. Operating Revenue proposed for FY 2021 is \$58,886,121, which represents an increase of \$2,751,019 or 4.9% and includes \$19,525,601 from tuition and fees, \$12,042,368 in state funding, \$19,841,502 in county funding, and \$4,241,656 from other income. In keeping with the goal to keep college affordable for FCC students, the College proposes to keep the tuition increase minimal. An increase of \$3/credit for in-county tuition is proposed, which will increase in-county tuition from \$125/credit to \$128/credit. Also, out-of-county tuition will increase by \$7/credit and out-of-state tuition will increase by \$9/credit.

No increase to the current consolidated service fee of \$25.40/credit is proposed. No increase to the current student activity fee of \$3.34/credit is proposed and it will continue to apply to the first ten (10) credits.

**CEWD tuition and fees will increase by \$10,000 due to the inclusion of the MSDE Summer Institute in the operating budget.**

**Overall, the revenue from tuition and fees will increase by \$352,704. All tuition and fees would be effective with the Fall 2020 semester.**

**A request will be made to the Frederick County Executive for an additional \$1,400,000 to provide a step increase to all regular College employees and a 3.5% COLA to all other employees (excluding grant-funded and auxiliary employees). This represents a 7.59% increase to the FY 2020 budget, not including in-kind contributions.**

**Any increase in expenditures is contingent upon revenue projections. Expenditures are currently projected to increase by \$2,751,019 or 4.9% over the FY 2020 budget. It includes a step increase for all regular employees and a 3.5% COLA adjustment for all other employees, except grant-funded and auxiliary employees. An increase in the College share of the cost of all employee benefits (including FICA) is estimated at \$714,356. Other increases of \$149,613 are due to inflationary adjustments to software, fuel, and insurance, and increases in computer/IT equipment and the Board-required contingency fund reserve.**

**VP McDonald recommended approval of the FY 2021 Proposed Operating Budget for submission to County Executive Jan Gardner.**

***On a motion made by Trustee Diaz and seconded by Trustee Barber, the Board unanimously approved the FY 2021 Proposed Operating Budget for submission to County Executive Jan Gardner, as presented.***

**Approval of Award Recommendation – RFB #20-PO-02 Electronic Key Control Boxes to Real Time Networks in the amount of \$38,379 – Director Anzinger presented this item. The College recently requested bids from vendors to supply and deliver automated**

**key control boxes, including all software licenses and technical support. The Operations team is purchasing five programmable key control boxes that will allow for better key management and tracking of new master keys that are issued to members of the Senior Leadership Team, Operations Team, as well as Security and IT staff. The College is in the process of converting all College buildings to a new master keying system. The new keying system has already been implemented as part of the capital renovation projects for the Monroe Center and Jefferson Hall and will be incorporated into the capital renovation projects for Linganore Hall, Annapolis Hall, and the Athletics Center. The remaining buildings that are not currently scheduled for capital renovations will be phased over to the new system over the next year.**

**Through assigned levels of permission, the programmable key control boxes will improve the security for access to master keys under the new keying system. With the implementation of the programmable key control boxes, all master keys will be checked out and in on a daily basis in four locations on the main campus and one location at the Monroe Center. The system will only allow access, via a proxy card, to keys that have been approved for use by a specific individual. The system will maintain an electronic archive of dates and times that the key was accessed by a specific individual.**

**The move to the new keying system and the ability to maintain the integrity of the master key inventory will support the ongoing upgrade to the access controls system which will enhance the overall security of the College.**

**A formal request for bids (RFB) was advertised on eMaryland Marketplace Advantage and posted to the College Bid Board. A pre-bid conference was held at the main campus to review the project scope of work and address questions. No vendors attended the pre-bid conference. Bid package proposals were received from two companies. Real**



**Time Networks was the low responsive bidder with a total bid price of \$38,379. Funds for the proposed award amount are available in the Systemics/Miscellaneous Renovations CIP Budget.**

**Director Anzinger recommended approval to award RFB #20-PO-02 for electronic key control boxes to Real Time Networks in the amount of \$38,379.**

*On a motion made by Trustee Diaz and seconded by Trustee Barber, the Board unanimously approved the award to Real Time Networks, as presented.*

### **TRUSTEE COMMENTS**

**Trustee Miller commented that she thoroughly enjoyed the sabbatical reports during the board conversation. She said that the presentation on the Ghana trip this evening was amazing and incredibly inspiring, adding that it is a tremendous opportunity for students.**

### **ADJOURNMENT**

*The regular meeting adjourned at 7:59 p.m.*

### **NEXT MEETING**

**The next regular meeting of the Board will be held on Wednesday, March 18, 2020 at 7:00 p.m. in the Chris T. Matthews Board Room (A201).**

**Elizabeth Burmaster  
Secretary/Treasurer**

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