

**BOARD OF TRUSTEES
FREDERICK COMMUNITY COLLEGE**

**September 18, 2019
Regular Meeting**

The Board of Trustees of Frederick Community College met in regular session on Wednesday, September 18, 2019 in the Chris T. Matthews Board Room (A201). In attendance: Trustees Dr. John Molesworth, Chair; Tom Lynch, Vice Chair; Ellis Barber; Nick Diaz; Gary Fearnow; and Carolyn Kimberlin. Former Trustee Debra S. Borden's position is currently vacant. Also in attendance: President Elizabeth Burmaster, Secretary/Treasurer of the Board; Janice Spiegel, Director of Education and Special Initiatives; Kari Melvin, Recording Secretary; Dr. Perry Wood, Chair, Faculty Association (FA); Pei Taverner, Vice Chair, FA; Brian Holt, Chair, Support Personnel Association (SPA); Administrative Staff Association (ASA) Executive Committee member Danielle Stoffer; Mary Rolle, Chair, College Senate; Melissa Bard, Vice President (VP) for Human Resources; 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); Jerry Haynes, Associate Vice President (AVP)/Dean of Students; and other members of the College and staff.

CALL TO ORDER

The meeting was called to order by Board Chair Molesworth at 7:12 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 August 21, 2019 board conversation and regular meeting of the board.

On a motion made by Trustee Lynch and seconded by Trustee Barber, the Board unanimously approved the minutes, as presented.

The Chair called for approval of the minutes of the August 28, 2019 workshop on 2019-2020 Annual Strategic Priorities.

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

PRESIDENT'S MONTHLY REPORT

President Burmaster commented on the wonderful joint meeting with the Frederick County Public Schools (FCPS) Superintendent and Board of Education that occurred just prior to this meeting. Updates were provided on dual enrollment, the Early College at FCC, and the Physical Rehabilitation Pathway/Physical Therapy Assistant Program partnership. She thanked all who were involved in planning and preparing for the meeting.

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 commented that it has been a great start to the new year, with the New Student and Parent Convocation, New Student Athlete Orientation that included a guest speaker, and Welcome Back Days. President Burmaster noted that she attended a roundtable discussion hosted by the Frederick County Chamber with the current President of the Richmond Federal Reserve Bank. She also represented FCC at the invitation of County Executive Jan Gardner during one of the Frederick County bond rating meetings with representatives from Moody's, Standard and Poor, and

Fitch Ratings. She discussed the importance of FCC as a public institution of higher education in the economic and workforce development of the County. Vice Chair Lynch participated in one of the meetings to represent the business community. President Burmaster attended the FCPS Partnership Recognition Breakfast and FCC received a certificate of recognition from Superintendent Dr. Terry Alban. She then reported that the Strategic Advisory Team is up and running with over 85 faculty and staff who have volunteered this year.

President Burmaster noted the following upcoming events: the FCC Family Festival on September 21, 2019 to celebrate the 25th anniversary of The Carl & Norma Miller Children's Center and the countywide College Night to be hosted by FCC on October 2, 2019.

ACTION ITEMS

Approval of the 2019 Performance Accountability Report to MHEC – SA Boyd presented this item. The 2019 Performance Accountability Report (PAR) was distributed to the Trustees in their meeting packet. State law mandates that governing boards of each postsecondary institution submit to the Maryland Higher Education Commission (MHEC) a performance accountability plan and an annual report on the progress toward the goals of that plan. Each college in the state develops their own five-year benchmarks that are used for the PAR reports. On September 21, 2016, the Board of Trustees reviewed and approved the benchmarks FCC has been using for the last four years. The 2020 PAR report will be the last year for reporting the final status of the current benchmarks. The College will set new five-year benchmarks in spring 2020, when updated indicators are provided by MHEC.

MHEC guidelines instructed that the PAR contain a narrative discussing progress on benchmarks and goals as they align with the 2017-2021 Maryland State Plan for Postsecondary Education (MSP). The MSP provides a focus on increasing student success with less debt executed through three goals of access, success, and innovation. The 2019 PAR for Frederick Community College is organized around these goals and the important outcome of affordability. The report presents data and describes efforts that support the commitment of the College to the goals and objectives of the MSP, as well as the College strategic plan “FCC 2020.” For this year, MHEC requested that all colleges in the state address the equity gaps in outcomes among minority students and their white peers, and the efforts the College has made related to closing the achievement gap. In addition, MHEC indicated that the report should highlight the College participation with the community it serves.

SA Boyd overviewed the report with the Board and provided the following highlights: a four-year increase in part-time students; an increase in students in English as a Second Language (ESL) classes; wage growth of occupational program graduates from \$18,297 one year prior to graduation to \$44,893 three years after graduation; and students concurrently enrolled in both college-level and high school courses increased from 844 in fall 2015 to 1,165 in fall 2018. Additionally, the achievement gap between white students and students of color is narrowing, as indicated by the success rates of our students.

President Burmaster asked Provost/EVP Hawkins to speak to the transfer process. Provost/EVP Hawkins stated that FCC stresses the benefit of earning an associate degree because COMAR states that a student who earns an associate degree has all 60 credits accepted at a state university. For many private institutions, associate degree

transferability is program by program. FCC articulation agreements (131) allow credits to be transferred to the higher education institutions in the agreement.

There was discussion regarding the footnote that categories for graduate satisfaction with job preparation changed starting in 2016. It was clarified that MHEC provides the criteria. The data set is dependent upon response rate and whether the students meet all criteria. There was also discussion regarding the decline in online continuing education enrollment. It was clarified that this was due to the expiration of one of our larger grant-funded programs.

SA Boyd recommended approval of the 2019 PAR. The report is due to MHEC by October 1, 2019.

On a motion made by Trustee Diaz and seconded by Trustee Barber, the Board unanimously approved the 2019 Performance Accountability Report, as presented.

Approval of Award Recommendation – RFP #20-FS-01 for Strategic Planning Consulting Services to Campus Labs, Inc. in the amount of \$22,500.00 – SA Boyd presented this item. The College recently solicited proposals from qualified consultants to facilitate a ten-month, comprehensive strategic planning process that leads to the development of a new, five-year College Strategic Plan.

A formal request for proposals (RFP) was advertised on eMaryland Marketplace and posted to the College Bid Board. A pre-proposal conference was held to review the project scope of work and address questions. Three firms attended the pre-proposal conference. An addendum to the RFP was posted on the College Bid Board. Technical proposals were received from seven firms and six were responsive. The technical proposals were reviewed by the evaluation committee and four firms were short-listed and selected for an oral interview and to submit a price proposal. Campus Labs, Inc. was recommended

for the award based on the results of the overall combined scores. Funds for this award are available in the FY2020 Operating Budget.

SA Boyd recommended approval to award RFP 20-FS-01 for Strategic Planning Consulting Services to Campus Labs, Inc. in the amount of \$22,500.

On a motion made by Trustee Diaz and seconded by Trustee Kimberlin, the Board unanimously approved the award to Campus Labs, Inc., as presented.

Approval of Sole Source Procurement: Hyland LLC for Perceptive Content Document Imaging Software Support in the amount of \$26,620.22 for FY2020 – CIO
McCormick presented this item. Hyland, LLC (original name of company was Perceptive Software, Inc.) provides a software application, Perceptive Content (previously ImageNow), that is used at the College for document imaging, management, and workflow.

In 2005, the College procured ImageNow from Perceptive Software, Inc. through a piggyback contract with Howard Community College. In July 2009, the College received a letter from Perceptive Software, Inc. to justify themselves as a sole source provider of ImageNow and related components. The College cannot get this software from any other provider. For this reason, the College considers this a sole source procurement.

Since 2005, the College has made a significant investment in resources, including time and volume of documents managed in this system, and customizations to interface with PeopleSoft. The College is not considering a transition to a new document imaging software at this time since a transition would be very costly and disruptive to current business processes.

Funds for this procurement are available in the IT operating budget.

CIO McCormick recommended approval of the sole source procurement from Hyland LLC for Perceptive Content document imaging software support in the amount of \$26,620.22 for FY 2020.

On a motion made by Trustee Fearnow and seconded by Trustee Lynch, the Board unanimously approved the sole source procurement from Hyland LLC, as presented.

Approval of Student Athlete Concerns about Athletic Programs and Activities Policy and Procedures – VP Clark introduced AVP/Dean of Students Haynes to present this item. In 2019, the Maryland General Assembly passed Senate Bill 798/House Bill 876, “Policy on Student Concerns about Athletic Programs and Activities” which was signed into law by Governor Larry Hogan on May 13, 2019, to take effect July 1, 2019. The law specifies that each institution of higher education will develop and adopt a written policy for receiving and addressing student concerns about the institution’s athletics programs that includes specified elements. Each institution and the Maryland Higher Education Commission (MHEC) must establish this policy on or before October 1, 2019, and subsequently submit annual reports to MHEC on or before August 1, 2020, and each August 1 thereafter.

This policy must include: 1) a process through which students can share concerns about the institution’s athletic programs and activities with the institution’s administration, including senior officials within the administration who are not directly involved with the management of athletic programs or activities; 2) an option for students to submit their concerns confidentially; and 3) a prohibition on retaliating or discriminating against students who share their concerns under the policy.

The purpose of the legislation is to make it easier for student athletes to voice their concerns directly to an athletic director and receive anonymity to protect against

retribution from coaches and staff. This is in direct response to the problems surrounding the University of Maryland football program in 2018.

Rough and final drafts were distributed to the Senate, ASA, FA, SPA, and the Supervisors and Department Chairs Communication Forum for review and input. The final version was reviewed by Cabinet before bringing it to the Board of Trustees for approval.

VP Clark and AVP/Dean of Students Haynes recommended approval of the Student Athlete Concerns about Athletic Programs and Activities Policy and Procedures, as presented.

On a motion made by Trustee Diaz and seconded by Trustee Barber, the Board unanimously approved the Student Athlete Concerns about Athletic Programs and Activities Policy and Procedures, as presented.

TRUSTEE COMMENTS

Vice Chair Lynch commented that he is the FCC representative on the Frederick County Interagency Internal Audit Authority (IIAA). He said that the IIAA conducted an audit for all county agencies on procurement practices and he is pleased with the results. What was most impressive to him was that FCC is much more transparent than required by law, with the Board approving procurements over \$25,000 when the law only requires approval for those over \$50,000.

Trustee Diaz announced that he will again teach a course for the Institute for Learning in Retirement at the end of October into November. It is called Math for 55+ and it is for anyone who does not remember a thing about middle school math. He noted that Pei Taverner is providing resources from the Math Department. Chair Molesworth said

this reminds him of the class visits during Faculty in Action Week that the Trustees made a couple of years ago and that it was a great experience.

Trustee Kimberlin said she was impressed with the whole evening. The annual joint meetings with FCPS help keep Trustees updated on what is going on. She noted two significant things about the Performance Accountability Report: the median income growing from \$18,297 one year prior to graduation to \$44,893 three years after graduation; and, the fact that underrepresented students in almost all cases have equal or higher success rates than general students. She added that if the help provided to them makes them successful, what would it take to provide it for everyone. SA Boyd noted the work done in co-locating services in the Bess and Frank Gladhill Learning Commons was an example of taking what we learned from working with special populations and extending it to all students.

ADJOURNMENT

The regular meeting adjourned at 7:57 p.m.

NEXT MEETING

The next regular meeting of the Board will be held on Wednesday, October 23, 2019 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