

**BOARD OF TRUSTEES  
FREDERICK COMMUNITY COLLEGE**

**April 19, 2017  
Regular Meeting**

The Board of Trustees of Frederick Community College met in regular session on Wednesday, April 19, 2017 in the Chris T. Matthews Board Room (A201). In attendance: Trustees Myrna R. Whitworth, Chair; David F. Bufter, Vice Chair; Debra S. Borden; Nick Diaz; Gary V. Fearnow; Tom Lynch; and Roger Wilson. Also in attendance: President Elizabeth Burmaster, Secretary/Treasurer of the Board; Education Liaison Janice Spiegel; Kari Melvin, Recording Secretary; Marshall Botkin, Chair, Faculty Association; Jack Jenkins, Chair, Support Personnel Association; Ms. Jennifer Moxley, representing the Administrative Staff Association; Henri Guimiot, Vice President (VP) of Public Relations for the Student Government Association; Dana McDonald, VP for Finance and Human Resources; Dr. Wayne Barbour, VP for Learning Support; David Croghan, VP for Continuing Education and Workforce Development; Dr. Tony Hawkins, Provost/VP for Academic Affairs; Jerry Boyd, Special Assistant (SA) to the President for Institutional Effectiveness; John Wichser, Chief of Operations (COO); Dr. Renee Davis, Academic Program Manager, Career Programs; Robin Shusko, Program Manager, Public Safety; Dr. Karen Wilson, Program Manager and Department Chair, Computing & Business Technology; Michael Baisey, Director of Marketing; Angela Cochran, Graphic Designer; Charles Pham, Digital Media Specialist; William Grutzkuhn, Associate Vice President (AVP) for Fiscal Services; and other members of the College and staff.

## **CALL TO ORDER**

The meeting was called to order by Board Chair Myrna Whitworth at 7:03 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 March 15, 2017 board conversation and regular meeting of the board.

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

## **PRESIDENT'S MONTHLY REPORT**

President Burmaster commented on the reception for Emeritus and Distinguished Status Honorees held in the Catocin Hall Atrium earlier this evening, at which several retirees returned to FCC to see the new plaque installed in their honor. She continued that there was great discussion for the three topics at the Board Conversation this evening, including a presentation by student Godfrey Ssenyonga regarding his internship at Medigen Pharmaceuticals. Mr. Ssenyonga is one of the team members from FCC who was named by the National Science Foundation and the American Association of Community Colleges as one of 10 community college finalists for the third annual Community College Innovation Challenge. Also on the FCC team are Dr. Judy Staveley, faculty mentor; Adil Zuber, business mentor and UMBC/FCC adjunct engineering faculty; and students Tanner Ash, Cassie Kraham, Liz Doyle, and Sean Scott. This challenge fosters development of crucial STEM skills in students by having them propose innovative solutions to complex real-world problems. The FCC team was chosen for the "Recycled Solar Stations for Energy" project. The team plans to piggyback off recent research to experimentally

**determine the energy output of bacteria in order to work toward building a better bio-solar cell by changing the materials used in bio-solar cell creation. A boot camp will be held in Arlington, Virginia in June where finalists can learn how to put their proposals into action.**

**President Burmaster then gave highlights from her written report, which the Board members received in their meeting packets. Also included in the President's written report was the CIP Construction Projects Update. She noted the Frederick News-Post articles regarding her testimony at the County Executive Budget Hearing on March 20 for the FCC FY 2018 Budget Request, County Executive Gardner's preview of the Frederick County Capital Budget on March 16, and the front-page article in today's edition on the new transfer agreement between FCC and Hood College. Two new articulation agreements with Mount Saint Mary's University are being signed tomorrow for biology and cybersecurity. There is also a new agreement with the University of Maryland School of Nursing to make it easier for nursing students to work toward their associate degree and bachelor's degree at the same time. President Burmaster thanked VP Hawkins and the nursing staff for making this happen. She then announced that MHEC recently approved two programs developed by Veteran Services and CEWD. Beginning this summer, students will be able to use GI Bill benefits for CNA and Phlebotomy. Up until now, the only programs that were eligible for VA Educational Benefit certification at FCC had been credit-bearing programs.**

**President Burmaster commented on the success of the Rising Entrepreneurs Workshop. This initiative allowed high school students, who were identified by their principals for their entrepreneurial interests, to enroll at FCC and attend five Saturday sessions led by local business leaders. Topics included obtaining business loans, leadership development, meeting local business leaders, networking opportunities, resume building,**

and business plan exploration. Students presented business plans at the final session. They will each receive a scholarship of up to \$500.00 to take a course this summer at FCC.

President Burmaster especially thanked Sherman Coleman, Business Development Specialist, Minority Business Outreach, from the Frederick County Office of Economic Development, for coming to her with this idea and all of his work to make it come to fruition. She added that he will be honored at the President's Business Appreciation Breakfast for Business Leader of the Year on May 8, 2017.

### **INFORMATION/DISCUSSION ITEMS**

**Maryland State Department of Education Annual CTE Awards of Excellence** – Dr. Renee Davis announced that the 2017 Career and Technology Education Outstanding Business Partnership Award of Excellence is being awarded to the Maryland State Police (MSP) for its work with Frederick Community College. The MSP were nominated by Robin Shusko, Program Manager, Public Safety. Ms. Shusko commented on the success of the police science program, which allows troopers to obtain their associate degree while attending the academy. First Sergeant Diane Hansen, who attended the meeting representing the MSP, stated that it is invaluable to their trooper candidates as a postsecondary degree is required for promotion.

SA Boyd announced that the 2017 Career and Technology Education Marketing Campaign Award of Excellence Postsecondary is being awarded to Michael Baisey for his work on the FCC Cybersecurity Marketing Campaign. Mr. Baisey was nominated by Dr. Karen Wilson, Program Manager and Department Chair, Computing & Business Technology. Mr. Baisey presented samples from the marketing campaign and recognized Angela Cochran, Graphic Designer and Charles Pham, Digital Media Specialist for their contributions. Mr. Baisey worked with Dr. Wilson to develop a student profile for targeted

marketing efforts using radio, television, direct mail, social media, and an advertisement on the side of a Frederick County TransIT bus.

The awards will be presented by the Maryland State Department of Education at a ceremony in Baltimore on April 25.

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

**Quarterly Financial Report – Period Ending 3/31/2017** – William Grutzkuhn, AVP for Fiscal Services, presented this item. He went through the report in detail with the Board. A copy of the report is available from the President's Office.

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

**FY 2018 Operating Budget Update** – VP McDonald presented this item. The proposed FY 2018 operating budget was approved for submission to the Frederick County Executive, Jan Gardner, at the Board meeting on February 15, 2017. State funding has been approved by the Maryland General Assembly and County Executive Gardner released her proposed budget on April 13, 2017. VP McDonald noted the changes from the February submission based on these figures.

Operating revenue projected for FY 2018 is \$52,416,706.00 which is a decrease of \$435,072.00 from the FY 2018 budget proposed to the Board of Trustees in February. It is an increase of \$1,220,872.00 from the FY 2017 budget.

The FY 2018 budget includes an increase of \$204,573.00 in State Cade funding. This represents an increase of 2.1% from the FY 2017 budget and a decrease of \$6,383.00 from the FY 2018 budget proposed in February. Additionally, a one-time supplemental grant from the State for Community Colleges as an incentive to keep tuition increases under 2% was approved. As a result, FCC will receive \$170,246.00. This represents a decrease of \$38,560.00 in the one-time supplemental grant amount for the FY 2018 budget presented in February.

The County Executive has included in her budget a total of \$700,000.00 for the FCC FY 2018 budget to provide a 2% COLA to all College employees. This represents an increase of 4.6% from the FY 2017 budget and a decrease of \$400,000.00 to the FY 2018 budget proposed in February. In addition, the County increased the in-kind contribution from the Interagency Internal Audit Authority (IIAA) by \$9,872.00.

The proposed increases to tuition and fees remain the same with an increase of 0.84% to in-county tuition rates, which equates to a \$1.00 per credit increase; an increase of 1% to out-of-county and out-of-state per credit tuition rates; an increase to the consolidated service fee from \$22.88/credit to \$24.00/credit; and an increase to the student activity fee from \$2.24/credit to \$3.24/credit.

With more accurate revenue projections which now include State and County revenue, the College has adjusted expenses accordingly.

The FY 2018 operating budget will be submitted to the Board of Trustees at the May 17, 2017 meeting for approval.

President Burmaster stated that she is very thankful for what FCC is receiving in County Executive Gardner's proposed budget, for both operational and the capital improvements program (CIP). The CIP funding will go a long way in helping with deferred maintenance, as well as the renovations to Jefferson Hall and Building E. She continued that it is a strong statement that County Executive Gardner understands the importance of FCC. Trustee Borden commented that there have been some lean years and it is nice to see the College, State, and County on the same page, adding that a 2% COLA is very important.

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

AV Technology Update in Multiple Classrooms – SA Boyd presented this item. Information Technology (IT) has adopted a six-year technology refresh cycle for classroom instructional technology. Classroom technology consists of control, sound, switching, projection, and computing

equipment. Ancillary equipment which may be replaced in conjunction with classroom technology includes projection surface and instructor console.

The technology in the following rooms was purchased for installation in 2011 and is scheduled to be upgraded: F105, F106, F107, F108, F109, F112. Additionally, projection equipment in F118, F120, H217, and H263 is also scheduled to be replaced.

The project totals \$50,074.25 and includes \$23,243.21 for AV equipment; \$16,666.00 for projectors/document cameras; \$2,228.16 for ancillaries; \$3,336.88 for computers; \$600.00 for electrical; \$2,400.00 for screens; and \$1,600.00 for instructor consoles.

Installation of AV equipment will be performed using internal IT resources. The equipment will be purchased in FY 2017 and installation will be completed by the start of the fall 2017 semester.

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

## **ACTION ITEMS**

### **Approval of Award Recommendation – RFB #17-FP-05 Monroe Center**

**Makerspace Equipment to Amtek Company in the amount of \$118,135.00** – COO Wichser presented this item. He began by providing an overview of the procurement process as outlined in the College Financial Procedures Manual and detailed factors that can affect how many companies bid on a project, including lead time, production, project duration, and availability of labor or applicable subcontractors.

Bids were requested from qualified vendors to provide and install equipment for the College Monroe Center Makerspace. Power, data, and plumbing will be coordinated and installed by the general contractor performing the current renovation work. COO Wichser noted that the manufacturing of a makerspace is very specialized.

Notices for the Request for Bids (RFB) were advertised on eMaryland Marketplace and posted to the College Bid Board. A pre-bid conference was held to review the project scope of work with potential bidders and address questions from bidders. Two vendors attended the pre-bid conference. Sealed bids were received, publicly opened, and read aloud. A bid package proposal was received from one responsive firm.

Amtek Company was the low responsive bidder, with a total bid price of \$118,135.00. There was discussion regarding the determination of fair and reasonable pricing when only one bid is received. COO Wichser stated that prices are checked against equipment pricing that is available online.

COO Wichser recommended approval to award RFB #17-FP-05 to Amtek Company.

*On a motion made by Trustee Bufter and seconded by Trustee Wilson, the Board unanimously approved to award the contract for Monroe Center Makerspace equipment to Amtek Company, as presented.*

**Approval of Award Recommendation – RFB #17-FP-06 Monroe Center Dental Lab Equipment to Henry Schein Dental in the amount of \$35,054.00** – COO Wichser presented this item. Bids were requested from qualified vendors to provide and install equipment for the College Monroe Center Dental Lab. Power, data, and plumbing will be coordinated and installed by the general contractor performing the current renovation work. COO Wichser noted that the equipment and timing for this project are unique.

Notices for the Request for Bids (RFB) were advertised on eMaryland Marketplace and posted to the College Bid Board. A pre-bid conference was held to review the project scope of work with potential bidders and address questions from bidders. One vendor

attended the pre-bid conference. Sealed bids were received, publicly opened, and read aloud. A bid package proposal was received from one responsive firm.

Henry Schein Dental was the low responsive bidder, with a total bid price of \$35,054.00.

COO Wichser recommended approval to award RFB #17-FP-06 to Henry Schein Dental.

*On a motion made by Trustee Bufter and seconded by Trustee Borden, the Board unanimously approved to award the contract for Monroe Center Dental Lab equipment to Henry Schein Dental, as presented.*

**Approval of Renewal of FY 2018 Group Health, Prescription Drug, Dental, and Vision Insurance to Cigna and Employer/Employee Contributions – VP McDonald** presented this item. An award to Cigna for the Group Health, Prescription Drug, Dental, and Vision insurance for eligible FCC employees was approved last fiscal year based on the results of RFP#16-HR-02 which resulted in a savings of nearly 5% to the College. This award can be renewed annually for up to four additional years.

The College will continue to offer two health insurance plans, which include a high deductible plan and an in-network plan. In order to keep the premium increases lower, the following changes to the FY 2018 Cigna Group Health and Prescription Drug plan are proposed: prescription drug plan changes – implement standard formulary, step therapy, mandatory generic and increase copays from \$10/25/40 to \$15/30/50; high deductible plan changes – increase deductible from \$1,300.00 to \$1,500.00 for individuals and from \$2,600.00 to \$3,000.00 for families; in-network plan changes – increase in-patient copay from \$300.00 to \$500.00.

**With these plan changes and a commitment from the College to renew with Cigna through June 30, 2019, the premiums for the Group Health/Prescription Drug plan will increase by 5.5%.**

**For the high deductible plan, the College will continue to fund a Health Savings Account (HSA) for each enrolled employee with an amount equal to the annual deductible. Since the College funds the deductible for the high deductible plan, the College also contributes to the in-network plan in an amount that results in the two plans having the same total cost to FCC.**

**The College also recommends continuance of the opt-out incentive to employees who do not elect FCC health insurance coverage.**

**In order to mitigate the impact on the 2% COLA proposed for FY 2018, Administration recommends that the College absorb the total increase to premiums for FY 2018. The total increase in premiums from FY 2017 to FY 2018 would be paid by the College as a one-year adjustment. The employee premium contribution from FY 2017 to FY 2018 would remain unchanged.**

**Premiums for the dental and vision insurance have not increased. The College covers 75% of the premium for the employee and 0% for dependents.**

**VP McDonald recommended approval to renew the group health, prescription drug, dental, and vision insurance plans with Cigna for FY 2018, to continue to provide the opt-out incentive, and the employer/employee contributions to the plans, which the Board members received in their meeting packets. Included is a commitment by the College to renew Cigna as the provider through June 30, 2019.**

*On a motion made by Trustee Lynch and seconded by Trustee Bufter, the Board unanimously approved renewal of the FY 2018 Group Health, Prescription Drug, Dental, and Vision Insurance to Cigna, the continued opt-out incentive, and Employer/Employee Contributions, as presented.*

**Trustee Lynch complemented the negotiating team. VP McDonald thanked President Burmaster for her leadership and persistence throughout the process. FA Chair Dr. Botkin thanked the Board of Trustees on behalf of the College community for approving the 2% COLA and the College contributions to cover the increases to health insurance premiums for FY 2018. He also thanked President Burmaster and her team for all of their hard work.**

**Approval of Naming Rights – President Burmaster presented this item. Per the Naming Opportunities Policy and Procedures, a prospective donor may indicate to the College President and/or Executive Director of the Office of Institutional Advancement an interest in making a gift of significance to benefit the College, either in response to a formal solicitation by the College or on their own volition. A donor’s gift must reach the minimum funding levels established to name a facility or program. All naming proposals are submitted to the Board of Trustees for consideration and final approval.**

**President Burmaster and Executive Director of the FCC Foundation, Deborah Powell met with Bess Gladhill to discuss opportunities for naming rights at Frederick Community College. The Gladhills expressed an interest in naming the FCC Learning Commons “The Bess and Frank Gladhill Learning Commons.” Per the Naming Opportunities Policy and Procedures, a donor’s gift must reach the minimum funding level**

of \$500,000.00 for the naming of the Learning Commons. The Gladhills will satisfy this requirement with a gift of \$500,000.00.

The \$500,000.00 will be used to establish the “Bess and Frank Gladhill Scholars Fund.” This fund will provide scholarships for FCC students. The maximum amount per year for each scholarship is \$6,400 per student for tuition, fees, books, internships, instructional materials, childcare and/or other student support.

The Naming Rights Committee met on April 13, 2017 to review the proposal for naming, including the relevant history, information, experience, or contributions of the proposed donor which would justify the naming.

In 2008, the Frederick Community College Foundation, Inc. recognized Bess and the late Frank Gladhill with the annual Community Eagle Award. The award was given to recognize the unique and innovative support for FCC students and programs.

Bess Gladhill continues to reside at the family home in eastern Frederick County. The Gladhills retired from the dairy business after 46 years. They have served as volunteers with numerous agribusiness, local government, and nonprofit organizations. Frank Gladhill is now deceased and his wife wants to honor him through this naming.

President Burmaster recommended approval to name the FCC Learning Commons “The Bess and Frank Gladhill Learning Commons,” per the Naming Opportunities Policy and Procedures.

*On a motion made by Trustee Diaz and seconded by Trustee Fearnow, the Board unanimously approved the naming rights, as presented.*

## **TRUSTEE COMMENTS**

Trustee Whitworth stated that a breakfast with members of the Frederick County State Legislative Delegation is being planned. Proposed dates will be distributed to the Trustees before extending an invite. She then announced that she has asked Trustees Borden and Wilson to serve as the Nominating Committee for the FY 2018 slate of officers. The Nominating Committee will present its report at the June 21, 2017 Board meeting.

Trustee Diaz said that he hoped to see the Trustees at the tour of the Monroe Center and lunch at 200 Monroe on April 28.

## **ADJOURNMENT**

*The regular meeting adjourned at 8:23 p.m.*

## **NEXT MEETING**

The next regular meeting of the Board will be held on Wednesday, May 17, 2017 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