

**BOARD OF TRUSTEES  
FREDERICK COMMUNITY COLLEGE**

**October 17, 2018  
Regular Meeting**

The Board of Trustees of Frederick Community College met in regular session on Wednesday, October 17, 2018 in the Chris T. Matthews Board Room (A201). In attendance: Debra S. Borden, Chair; Dr. John Molesworth, Vice Chair; Ellis Barber; Nick Diaz; Gary Fearnow; Carolyn Kimberlin; and Tom Lynch. Also in attendance: President Elizabeth Burmaster, Secretary/Treasurer of the Board; Education Liaison Janice Spiegel; Kari Melvin, Recording Secretary; Natalie Bowers, Chair, Faculty Association (FA); Aaron Clayton, Vice Chair, FA; Administrative Staff Association Executive Committee members Danielle Stoffer and Peter Lee; Taylor Ferraro, Secretary, College Senate; Student Government Association Executive Board members Kyle Dineen, Jesus Lopez, Amina Ismail, and Jassbeck Ramirez; Dana McDonald, Vice President (VP) for Finance; Dr. Tony Hawkins, Provost/Executive Vice President (EVP) for Academic Affairs, Continuing Education, and Workforce Development; Jerry Boyd, Special Assistant (SA) to the President for Institutional Effectiveness; John Wichser, Chief of Operations (COO); Joseph McCormick, Chief Information Officer (CIO); Melissa Bard, Interim VP for Human Resources; Laura Mears, Associate Vice President (AVP), Enrollment Services; Jerry Haynes, AVP/Dean of Students; Dr. Brian Stipelman, AVP for Academic Affairs and Dean of Arts & Sciences; Dr. Molly Carlson, Assistant Dean, Arts & Sciences; Dr. Renee Davis, Assistant Dean, Career Programs; Patricia Meyer, AVP for Continuing Education and Workforce Development; and other members of the College and staff. Mary Rolle,

Associate Professor, Criminal Justice and Dr. Michael Powell, Professor, History were present for Delegate Folden's remarks.

### **CALL TO ORDER**

The meeting was called to order by Board Chair Debra Borden at 7:00 p.m. The Chair recognized the Affinity Group representatives and others present. She welcomed Delegate William Folden, Chair of the Frederick County Delegation, who had requested the opportunity to provide remarks at this meeting.

### **REMARKS BY DELEGATE WILLIAM FOLDEN RELATED TO FCC**

Delegate Folden thanked Chair Borden and members of the Board for allowing him to speak this evening and the opportunity address a very serious concern that has been brought to his attention as the Chair of the Frederick County Delegation. He commented on the allegations made against President Burmaster regarding her leadership style and he requested that the Board of Trustees vote to authorize the Maryland Higher Education Commission and the Maryland Commission for Civil Rights to investigate the allegations. The transcript of remarks made by Delegate Folden on this item are available from the President's Office.

Chair Borden thanked Delegate Folden for his comments. She continued that they will discuss his request at a future meeting and follow up with the two agencies that he mentioned.

### **APPROVAL OF MINUTES**

The Chair called for approval of the minutes of the September 12, 2018 joint meeting with the Frederick County Public Schools Board of Education and the September 12, 2018 regular meeting of the board.

*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 discussion this evening during the Board Conversation and commended the Academic Affairs team for positioning FCC as a leader in global learning.

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 were the CIP Construction Projects Update and an Enrollment Update. She noted the visit to Tuscarora High School to observe the high school based dual enrollment program that she and Trustees Diaz, Barber, and Lynch attended on October 1. An additional date is being identified in December for Trustees who could not attend. President Burmaster announced that the fundraising dinner for the FCC Foundation, Inc. at 200 Monroe was a great success and she thanked Trustee Lynch and his wife, Karlys Kline, for bringing Carl Miller and George Delaplaine and she thanked Elizabeth DeRose, Hospitality, Culinary, and Tourism Institute Manager. She also noted her attendance at the Frederick County Chamber Partners in Trust Think Tank meeting on October 11. The Think Tank serves in an advisory capacity regarding important issues such as branding Frederick, infrastructure, and workforce development. President Burmaster then introduced Melissa Bard, Interim VP for Human Resources. The Board welcomed Interim VP Bard.

## **INFORMATION/DISCUSSION ITEMS**

**Student Government Association (SGA) Executive Board** – SGA President Kyle Dineen thanked President Burmaster for the invitation to attend this evening. SGA President Dineen, VP of Administration Jesus Lopez, VP of Finance Amina Ismail, and VP

of Public Relations Jassbeck Ramirez each introduced themselves and spoke briefly about where they are in their education and their role on the SGA Executive Board. President Burmaster and the Trustees thanked them for their leadership.

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

**Review of Audited Annual Financial Statements for Period Ending June 30, 2018 –**

VP McDonald recognized Patricia Hoyt, Executive Director for Finance, for her significant role in the audit. She then introduced Graylin Smith, Client Service Partner, from the College auditors, SB & Company.

Mr. Smith provided a presentation on the results of the audit. There were no findings and the College was issued an unmodified opinion on the financial statements. Additionally, the Annual Financial Report to the Maryland Higher Education Commission (CC-4 Report) was issued with no exceptions. There was an overall decrease in net position of \$689,008.00. A summary of the financial performance review and trends was included in the presentation. 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.*

**Recess**

*The Board recessed at 7:45 p.m. to tour renovations in Jefferson Hall (Building J).*

**Return to Open Session**

*The Board reconvened at 8:24 p.m.*

**Quarterly Financial Report for Period Ending September 30, 2018 –** VP McDonald

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 decline in customers at the Cougar Grille. This can be attributed to fewer students on campus due to dual enrollment and online courses. Business Manager Peter Lee has been working on more affordable options and incorporating new offerings. The first quarter of the fiscal year includes July and three days of August, which are slow months. September ran positive and it is expected that the deficit in July and August will be made up over the next few months.

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

**Credit and Continuing Education and Workforce Development Enrollment**

**Updates** – Dr. Molly Carlson, Assistant Dean, Arts & Sciences; Dr. Renee Davis, Assistant Dean, Career Programs; Patricia Meyer, Associate Vice President for Continuing Education and Workforce Development; and Dr. Brian Stipelman, Associate Vice President for Academic Affairs and Dean of Arts & Sciences presented this item. They overviewed the presentation, which the Board members received in their meeting packet.

FCC headcount is most significantly impacted by the low unemployment rate and the decline in the size of the Frederick County Public Schools (FCPS) graduating class. Dual enrollment makes up an increasing percent of overall credit headcount. Combined, there are 1,165 dually enrolled students on campus in fall 2018, which accounts for 19.4% of all credit students enrolled. This is a 17.7% increase from the 990 total dually enrolled students enrolled fall 2017. Overall headcount is flat with 8,896 credit and 7,107 non-credit students for FY 2018.

There has been a focus on retention and increasing the number of credits or registrations that each student takes as best practice to increase time to completion. The average student takes nine credits and analysis shows that the more credits taken by a

student, the more likely they are to be successful in completion. The impact of developmental program changes has been significant, leading to a reduction from 657 Developmental FTE in AY 2015 to 189 in AY 2018. The improvements have allowed our students to more quickly access transferrable courses, thereby spending less time and money on developmental courses and decreasing time and cost to completion.

Scheduling efficiencies have led to a sharp decrease in the number of sections cancelled, and the number of late start sections offered were increased in response to changes to the FCPS academic calendar and to provide more options for late registrants. The College has been responsive to the needs of adult students by starting evening classes later, at or after 5:30 p.m. to accommodate working adults, and experimenting with innovative hybrid evening programming that requires less time on campus. In fall 2018, there are 2,236 online enrollments (up 5% from 2017) and 24% of students taking at least one online course (up 2% from 2017).

Credit program areas that have experienced growth from fall 2017 to fall 2018 include Emergency Management (142%); Hospitality, Culinary, and Tourism (21%); Arts & Humanities (18%); STEM (15%); Education (6%); Health Care (3%); Social Science (3%); and Business (2%). Growth in Arts & Humanities, STEM, and Social Science can be attributed to the umbrella degrees. Notable specific credit program growth from fall 2017 to fall 2018 include Arts & Humanities AA (1,400%); Network Engineering (400%); Audio Production (92%); Pre-Health Professions (81%); Sign Language Interpreter Prep (50%); Education ELE SpEd –AAT (19%); Computer Science (10%); and Accounting (9%). There has been an intentional decline in General Studies with more students opting for one of the umbrella degree programs.

**An innovative area in program development is the new Physical Therapist Assistant (PTA) A.A.S. degree program. FCC received a \$150,000 CTE Innovation grant from the Maryland State Department of Education (MSDE) for program startup costs. The pathway will align with the FCPS Allied Health Academy: Specialty in Physical Rehabilitation. The PTA program will address capacity issues in the Mid-Maryland Allied Healthcare Education Consortium agreement with Carroll and Howard Community Colleges. Employment of PTAs is expected to grow 31% from 2016 to 2026 and the PTA program would support the medical needs of the large and growing elderly and veteran population in Frederick County. Applications will be accepted in fall 2019 with a cohort proposed start of spring 2020.**

**An innovative area for program expansion is Computer Aided Design Technology (CADT) Engineering Area of Concentration within the A.A.S. STEM Technology. Based on research conducted during the Computer Aided Design (CAD) program review process and in collaboration with FCPS partners, it was discovered that labor market data highlights an increase in demand for programmatic offerings aligned with an engineering focus. This program will be available to students in fall 2019.**

**In Continuing Education and Workforce Development (CEWD), 7,107 students generated 13,663 registrations in FY 2018. In FY 2017, 6,948 students generated 14,447 registrations.**

**Adult Education/ESL is grant-funded. English language classes in the schedule are not part of grant funding and provide an opportunity for revenue and enrollment outside of grant activity. Overall, Adult Education/ESL registrations were 3,673 in FY 2018, with \$1,082,945 in revenue. This is up from 3,567 registrations and \$967,467 in revenue for FY**

**2017. Current activities that will that support enrollment growth are partnerships with local employers to offer leadership and basic skills training as well as increased community based instruction in partnership with the Housing Authority, Head Start, and FCPS.**

**Lifelong Learning registrations were 6,214 in FY2018, with \$845,781 in revenue. This is up from 6,008 registrations and \$816,624 in revenue for FY 2017. A new program called Thrive will contribute to enrollment and revenue in FY 2019.**

**Workforce Development registrations have fluctuated from 3,943 in FY 2016 to 4,802 in FY 2017 and 3,240 in FY 2018. The spike can be attributed to contract training. Contract training revenue is not dependent on the number of students, but rather the contract value. Total revenue for Workforce Development in FY 2018 was \$1,063,296, up from \$1,027,769 in FY 2017, and \$1,030,563 in FY 2016.**

**Building Trades credit enrollment for FY 2018 was 206, up from 41 in FY 2017. CEWD enrollment in Building Trades for FY 2018 was 206, down from 244 in FY 2017.**

**Emergency Management revenue is a combination of grant, contract, and fee-based work. The registration trends noted over the three years is due to the maturing public private partnership workshops delivered nationwide. Emergency Management registrations were 585 in FY2018, with \$568,000 in revenue. This is up from 161 registrations and \$471,500 in revenue for FY 2017.**

**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 Piggyback Contract with Dell, Inc. for Administrative and Instructional Computers in the amount of \$48,336.00; Piggyback of the Maryland**

**Education Enterprise Consortium (MEEC) Contract #UMD-972016 – CIO McCormick** presented this item. The College needs to replace 53 computers in Jefferson Hall (J Building) as part of the lifecycle replacement plan for administrative and instructional computers. The plan is to install 36 administrative and 17 instruction computers prior to the building being reoccupied. IT requested and received special pricing from Dell Inc. in addition to discounts provided through the Maryland Education Enterprise Consortium (MEEC) agreement.

Funds for this purchase are available in the IT operating (16-302251), and CIP budget (85-800125-8000300).

CIO McCormick recommended approval of the use of the Maryland Education Enterprise Consortium Contract #UMD-972016, with Dell, Inc. for Dell computers in the amount of \$48,336.

*On a motion made by Trustee Diaz and seconded by Trustee Molesworth, the Board unanimously approved the piggyback contract with Dell, Inc., as presented.*

**Approval of Piggyback Contract with Control Sources, LLC in the amount of \$1,166,400.00; Piggyback of the Montgomery County Public Schools (MCPS) Contract #RFP 9442.2 for Building Automation System (BAS) Replacement – COO Wichser** presented this item. The purpose/goal of the Building Automation System (BAS) Replacement project is to replace the current College building automation system, which is proprietary, with a non-proprietary system, to meet the current and future needs of the College. The Plant Operations team requires a standardized open platform system, architecture, and applications. By moving to a non-proprietary system, FCC in-house Maintenance Technicians can be trained and system certified, which will result in faster,

**more responsive, and less expensive system repairs and maintenance. This project was also included in the Strategic Advisory Team update presented to the Board in May 2017 as part of the College six-year Deferred Maintenance Plan.**

**The College would like to utilize the services of Control Sources, LLC to replace the current Metasys building automation system, which is proprietary, with a new Schneider Electric EcoStruxure system, which is non-proprietary. The Schneider Electric EcoStruxure system will become the College “standard.” Control Sources, LLC is a local company that is certified to install Schneider Electric EcoStruxure building automation systems.**

**Control Sources, LLC has provided a proposal for their services, utilizing their pricing and services in the Montgomery County Public Schools contract #9442.2. Their proposal includes equipment, engineering, material, installation, labor, programming, testing, demolition of existing systems, performance and payment bonds, and permits for the complete installation of a fully operational and code compliant building automation system for the main campus and Monroe Center.**

**A prioritized order for replacing the existing BAS system was provided. Construction phase is scheduled to start on November 1, 2018, with final completion of the project scheduled for August 16, 2019.**

**Funds for this project are available in the CIP budget (85-800085-8000170 - Systemics/Miscellaneous Renovations).**

**COO Wichser recommended approval of the use of the Montgomery County Public Schools Contract #9442.2 for Building Automation System (BAS) Replacement for the main campus and Monroe, with Control Sources, LLC in the amount of \$1,166,400.00 plus**

a 5% contingency of \$58,320.00 to cover any potential unforeseen or hidden conditions, at a total proposed project cost of \$1,224,720.00.

*On a motion made by Trustee Diaz and seconded by Trustee Barber, the Board unanimously approved the piggyback contract with Control Sources, LLC, as presented.*

### **TRUSTEE COMMENTS**

Trustee Diaz stated that he attended the FCPS/FCC CTE Advisory Council meeting this morning, along with Dr. Brian Stipelman, Dr. Renee Davis, and Patricia Meyer. He continued that he was particularly proud to have served on the Youth Apprenticeship Advisory Committee and that apprenticeships are here to stay in Frederick County and in the state of Maryland. Maryland Department of Labor, Licensing, and Regulation Secretary Kelly Schulz spoke at a meeting in Garrett County about youth apprenticeship opportunities and career pathways for students still in high school. It was well attended by industry people throughout the county, in conjunction with FCPS. He said that he is pleased with all the good things that are happening and he thanked Dr. Stipelman, Dr. Davis, and Ms. Meyer.

Trustee Fearnow commented that he was pleased FTE grew this past year even though unduplicated headcount was not quite what it was in the previous year. He added that FTE going up is the most important. There was discussion about how FCC compares to other community colleges. The data is not shared publicly, but all community colleges are experiencing the same contextual things discussed during the enrollment updates. Chair Borden added that since unemployment is very low right now, the College may have to do more to distinguish programs, provide more outreach, and retain more students. She added that these are all things the Trustees heard about tonight that the College is doing.

President Burmaster agreed that efforts are targeted and strategic. She noted that the current fall enrollment figures do not include additional enrollment from late-start sessions starting this month and in November.

Chair Borden acknowledged all of the great things heard at this meeting, as well as the not so great things. She continued that the Board is not ignoring the issues and will do whatever needs to be done to get the College through this. The Board, staff, and faculty are in this together and our students need us. Chair Borden said it is important to her to do whatever it takes to make FCC a good, healthy environment. She added that to the extent there is work to do, they will do the work. That is her commitment to the College community. President Burmaster stated that is her commitment as well.

#### **ADJOURNMENT**

*The regular meeting adjourned at 9:11 p.m.*

#### **NEXT MEETING**

The next regular meeting of the Board will be held on Wednesday, November 14, 2018 at 7:00 p.m. in the Chris T. Matthews Board Room (A201).

#### **CLOSED SESSION**

**October 20, 2018** – *On October 20, 2018 in the Chris T. Matthews Board Room (A201), the motion was made by Trustee Molesworth to convene in closed session at 3:03 p.m. The motion was seconded by Trustee Diaz and unanimously approved by the Board, with Trustee Fearnow absent.*

This action was taken in accordance with the Maryland Open Meetings Act, Section 3-305(b)(1) to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom it has jurisdiction; or any other personnel matter that

affects one or more specific individuals; Section 3-305(b)(7) to consult with legal counsel to obtain legal advice; and Section 3-305(b)(13) to comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter. In attendance: Trustees Debra S. Borden, Chair; Dr. John Molesworth, Vice Chair; Ellis Barber; Nick Diaz; Carolyn Kimberlin; and Tom Lynch. Also present: Edmund O’Meally, PK Law, College legal counsel.

The Board reviewed closed session minutes from July 28, 2018 pursuant to Section 3-306(c)(3)(ii) of the General Provisions Article of the Maryland Annotated Code. The Chair called for approval of the closed session minutes.

*The Board voted to approve the July 28, 2018 closed session minutes, as presented.*

Trustee Fearnow joined the meeting at 3:10 p.m.

The Trustees consulted with legal counsel on a personnel matter.

*The Board voted to direct College legal counsel to contact the Maryland Higher Education Commission and the Maryland Commission on Civil Rights to inquire as to whether they conduct the kind of independent review requested by Delegate William Folden.*

*The closed session adjourned at 4:45 p.m.*

**Elizabeth Burmaster  
Secretary/Treasurer**

Prepared by Kari Melvin  
Office of the President  
Frederick Community College