

**BOARD OF TRUSTEES
FREDERICK COMMUNITY COLLEGE**

**August 15, 2018
Regular Meeting**

The Board of Trustees of Frederick Community College met in regular session on Wednesday, August 15, 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. Former Trustee Roger A. Wilson's position was filled by Mr. Ellis Barber, who was sworn in at the Frederick County Circuit Court on June 20, 2018 for the remainder term of Mr. Wilson, whose term expired on June 30, 2018, plus a five-year term from July 1, 2018 through June 30, 2023. Ms. Carolyn Kimberlin was sworn in at the Frederick County Circuit Court on July 3, 2018 for five-year term from July 1, 2018 through June 30, 2023 and she replaces Ms. Myrna Whitworth, whose term expired on June 30, 2018. Mr. Gary Fearnow was sworn in at the Frederick County Circuit Court on August 8, 2018 for a five-year term from July 1, 2018 through June 30, 2023 and he replaces Mr. David Bufter, whose term expired on June 30, 2018. Mr. Fearnow previously served on the Board from August 2013 through June 2017. Also in attendance: President Elizabeth Burmaster, Secretary/Treasurer of the Board; Education Liaison Janice Spiegel; Kari Melvin, Recording Secretary; Natalie Bowers, Chair, Faculty Association; Administrative Staff Association Executive Committee members Heather Hinkle, Peter Lee, Sarah Radinsky, and Danielle Stoffer; Jack Jenkins, Chair, Support Personnel Association; Evan Evans, Chair, College Senate; Kyle Dineen, President, Student Government Association (SGA); John Ogundeyi, SGA Vice President (VP) of Communications; Dana McDonald, VP for Finance; Jerry Boyd, Special Assistant (SA) to

the President for Institutional Effectiveness; John Wichser, Chief of Operations (COO); Joseph McCormick, Chief Information Officer (CIO); Dr. Beth Douthirt-Cohen, Executive Director of Diversity, Equity, and Inclusion; and other members of the College and staff.

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 Emma Kerr, the new reporter for the Frederick News-Post.

APPROVAL OF MINUTES

The Chair called for approval of the minutes of the June 20, 2018 board conversation and regular meeting of the board.

On a motion made by Trustee Lynch and seconded by Trustee Diaz, the Board approved the minutes 4-0-3, as presented, with new Trustees Barber, Fearnow, and Kimberlin abstaining because they were not present at the meeting.

The Chair called for approval of the minutes of the July 28, 2018 board retreat.

On a motion made by Trustee Barber and seconded by Trustee Diaz, the Board approved the minutes 6-0-1, as presented, with new Trustee Fearnow abstaining because he was not present at the meeting.

PRESIDENT'S MONTHLY REPORT

President Burmaster commented on the great discussion this evening during the Board Conversation, led by the Office of Planning, Assessment, and Institutional Research Team. They provided an overview of the FCC strategic planning process and accountability framework, including how the annual strategic priorities are operationalized and related to accreditation.

President Burmaster announced that she has been participating in a three-day training on Managing Critical Incidents for Higher Education Institutions along with Security Lead Supervisor Neile Hicks, Security Supervisor for Second Shift Nikki Teasley, and Director of College Safety and Emergency Preparedness Chris Sasse, presented by FEMA in Emmitsburg. She continued that plans are to provide professional development throughout the College on emergency preparedness. 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; Credit Enrollment Update; and Continuing Education and Workforce Development Enrollment Update. She noted that an FCC Scholarship has been renamed in honor of Dave Croghan; new evening childcare is available for FCC students at the Carl and Norma Miller Children's Center; a new FCC program started this year in partnership with the Boys and Girls Club of Frederick County and the Housing Authority of the City of Frederick and was featured in the Frederick News-Post; the August issue of Frederick Magazine highlights numerous FCC students, faculty, and staff members in an article about older adults starting a second career; and, four FCC employees have been named recipients of the 2018 Excellence Awards by the National Institute for Staff and Organizational Development: Melissa Ensminger, Assistant Registrar; Gary Hull, Chair of the Math Department and Associate Professor; Dianne Marissael, Adjunct Professor; and Chuck Tobery, Security Officer.

INFORMATION/DISCUSSION ITEMS

Quarterly Financial Report for the Period Ending June 30, 2018 – VP McDonald presented this item. She stated that the figures in the report are preliminary for the year ending June 30, 2018. The final audit will be available in October. VP McDonald reviewed

the preliminary report with the Board. A copy of the report is available from the President's Office.

There was discussion regarding the indirect cost reimbursement from the auxiliaries. This amount is based on square foot allocation and periodically reevaluated.

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

Schedule of Board Meetings for 2019 – President Burmaster presented this item. A schedule of Board meetings for 2019 was prepared in accordance with the regular meeting schedule of the Board of Trustees, which is the third Wednesday of every month (excluding July and December). The October meeting was moved to the fourth Wednesday of the month because the third Wednesday conflicts with the Association of Community College Trustees Leadership Congress. The meeting dates for 2019 are: January 16, February 20, March 20, April 17, May 15, June 19, August 21, September 18, October 23, and November 20.

On a motion made by Trustee Kimberlin and seconded by Trustee Barber, the Board approved the schedule of Board meetings for 2019, as presented.

Building E Renovation – Architectural/Engineering Services – COO Wichser presented this item. The Board of Trustees approved the award of RFP #18-FP-15 for Architectural/Engineering Services, Building E Renovation/Addition to Murphy & Dittenhafer, Inc. in the amount of \$459,490.00, at the April 18, 2018 Board meeting.

The goal of this project is to consolidate all of the FCC main campus CEWD programs into one central location. CEWD is comprised of three major groups: Adult Education and Lifelong Learning, Emergency Management, and Workforce Development.

Project scope at that time included renovating the existing E Building (currently named the Conference Center), renovating the existing Sweadner Hall, and constructing a small addition between the two buildings to provide four additional general classrooms. After the renovations, the two buildings and addition would function as a single space.

There was a change in scope to the design after the Board approved the award recommendation for design services in April 2018. The modification includes eliminating the construction of the small addition. An addition to Building E will not be constructed. The program needs will be accomplished by renovating the lecture hall (Sweadner Hall) and other instructional space, along with the other interior classroom renovations and consolidation of offices. Additionally, Sweadner Hall will remain, and undergo renovation. Sweadner Hall is a College landmark that is named after the first President of the College. The lecture hall is the only space on the main campus that can hold lecture classes of greater than 30 students. By reassigning the smaller 15-24 person classes to the flexible classrooms created by the proposed renovation, the College can utilize Sweadner Hall for larger group instruction (24-48 students). The renovations to Sweadner Hall will include renovation of the lecture hall, instructional technology, restrooms, storage areas, and corridor, as well as exterior doors, windows, and roof.

The project architect, Murphy & Dittenhafer, has reviewed the modified Project Scope and revised their fee, from \$459,490.00 to \$368,025.00, which reduces the design fee by approximately 20% or \$91,465.00.

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

ACTION ITEMS

Approval of FCC Diversity Strategic Plan – Annual Progress Report to MHEC –

Dr. Beth Douthirt-Cohen, Executive Director of Diversity, Equity, and Inclusion, presented this item. The College is required by law to report to MHEC on the progress made on the Diversity Strategic Plan by September 1 each year. Dr. Douthirt-Cohen overviewed the report, which reemphasizes the College commitment to diversity, equity, and inclusion. She highlighted the work around the Board of Trustees Annual Strategic Priorities, including centering diversity, equity, and inclusion in the Academic Master Plan; the focus on access inclusion in the renovation of Jefferson Hall; and strengthening career and technology programs for dual enrollment students. She added that there are many new and ongoing interventions to expand and deepen professional development and increase access to multiple populations.

Dr. Douthirt-Cohen recommended approval of the FCC Diversity Strategic Plan – Annual Progress Report to MHEC.

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

Approval of Sole Source Procurement: FY19 Contract with Comcast Spotlight Not

to Exceed \$75,000 for Cable Television Advertising – SA Boyd presented this item.

Marketing would like to continue to purchase advertising with Comcast Spotlight for cable television and streaming video ads for FY 2019. This includes advertisements for all areas of the College that will run between July 2018 and May 2019. Comcast Spotlight is the sole provider of cable television for Frederick County, Maryland and offers unique benefits for television advertisers. Ads placed through Comcast Spotlight can be created for and

targeted to viewers of specific channels and programs, and aired during peak viewing periods. Cable advertising also affords the opportunity to advertise in both English and Spanish languages, which supports College efforts to reach diverse and emerging audiences.

The FCC Credit Student Profile Report for spring 2018 identifies 96% of FCC students as Frederick County residents. With Comcast Spotlight, advertisements are placed only for viewers within a client-defined geography, such as Frederick County, thus eliminating ad dollars spent on out-of-county residents. This helps provide FCC with the most efficient spending option by geography for television advertising.

Other television advertising options include streaming video like Netflix, Amazon, or Hulu, and network television like NBC, ABC, and CBS. The high entry cost of advertising on streaming video platforms disqualifies it from practical consideration. Network-specific advertising has a greater cost than cable, per advertisement, and its reach is limited to the viewership of one network. Additionally, network television advertising cannot be segmented by geography. By default, it extends beyond Frederick County to include the entire Designated Market Area (DMA) market of a station, such as the Baltimore DMA, or the Washington, DC DMA.

Funds for this procurement of \$75,000.00 are available in the FY19 Marketing Department budget.

SA Boyd recommended approval of the sole source procurement to Comcast Spotlight in an amount not to exceed \$75,000.00 for FY 2019. SA Boyd added that the College shoots its own commercials and does not incur productions costs.

On a motion made by Trustee Diaz and seconded by Trustee Fearnow, the Board unanimously approved the sole source procurement to Comcast Spotlight, as presented.

Approval of Award Recommendation – RFB #19-FP-03 for Access Control

Hardware Parts to HP Secure, Inc. in the amount of \$407,070.00 – COO Wichser presented this item. The College recently requested bids from vendors for parts related to the Access Control Hardware Parts project. The access control hardware parts are intended to provide improved facilities. The work includes, but is not limited to, the purchase and supply of access control components for coordination with system upgrades and access control hardware components on select doors throughout the majority of buildings on the Main Campus and at the Monroe Center. The contract completion date for the purchase of parts is September 30, 2018. Installation of the parts is through a separate contract that was awarded to HP Secure, Inc. at the June 2018 Board of Trustees meeting.

A formal RFB was advertised on eMaryland Marketplace and posted to the College Bid Board. A pre-bid conference was held at the main campus to review the project scope of work, address questions, and allow inspection of the proposed job site. One agency attended the pre-bid conference. Two addenda to the RFB were posted on the College Bid Board. The College received one responsive bid. HP Secure, Inc. was the low responsive bidder with a total bid price of \$407,070.00. Funds for the proposed award amount are available in the CIP budget (85-800085-8000170 – Systemics/Miscellaneous Renovations).

COO Wichser recommended approval to award RFB #19-FP-03 for access control hardware parts to HP Secure, Inc. in the amount of \$407,070.00, plus a 5% contingency of \$20,354.00 to cover any potential unforeseen conditions or other changes, at a total

proposed project cost of \$427,424.00. The 5% contingency fee will be held in reserve by the College, and is not included in the awardee's contract.

On a motion made by Trustee Barber and seconded by Trustee Molesworth, the Board unanimously approved the award to HP Secure, Inc., as presented.

Approval of Award Recommendation – RFB #19-FP-04 Door Hardware (Campus Wide) and Hollow Metal Door and Frame Replacement (Bldgs. D&F) to A&S Unlimited Construction, LLC in the amount of \$46,689.00 – COO Wichser presented this item. The College recently requested bids from contractors for construction services related to the Door Hardware and Hollow Metal Door Replacement project. The renovations are intended to provide improved facilities. The work includes, but is not limited to, the addition and/or replacement of new door hardware components on select doors throughout the majority of buildings on the Main Campus and at the Monroe Center. Work also includes replacement of select hollow metal doors and frames with new hollow metal doors and frames at the Athletics Center (Building D) and the Visual & Performing Arts Center (Building F). The contract completion date is December 14, 2018.

A formal RFB was advertised on eMaryland Marketplace and posted to the College Bid Board. A pre-bid conference was held at the main campus to review the project scope of work, address questions, and allow inspection of the proposed job site. Six agencies attended the pre-bid conference. An addendum to the RFB was posted on the College Bid Board. Bid package proposals were received from four agencies. However, one bid was deemed non-responsive. A&S Unlimited Construction, LLC was the low responsive bidder with a total bid price of \$46,689.00. Funds for the proposed award amount are available in the CIP budget (85-800085-8000170 – Systemics/Miscellaneous Renovations).

COO Wichser recommended approval to award RFB #19-FP-04 for door hardware (campus wide) and hollow metal door and frame replacement (Bldgs. D&F) to A&S Unlimited Construction, LLC in the amount of \$46,689.00, plus a 5% contingency of \$2,334.00 to cover any potential unforeseen conditions or other changes, at a total proposed project cost of \$49,023.00. The 5% contingency fee will be held in reserve by the College, and is not included in the awardee's contract.

On a motion made by Trustee Diaz and seconded by Trustee Lynch, the Board unanimously approved the award to A&S Unlimited Construction, LLC, as presented.

Approval of Piggyback Contract with ATC Corp. (American Tennis Courts) in the amount of \$44,097.00; Piggyback of the National Cooperative Purchasing Alliance (NCPA) Contract #08-02 for Tennis Court Repairs – COO Wichser presented this item. The College has six tennis courts that are asphalt-paved, located on the north side of the main campus, and surrounded by a chain link fence. The tennis courts were resurfaced in 2004 and based on the estimated Remaining Useful Life (RUL) contained in the Facility Condition Assessment conducted by EMG in 2011, they recommended that the tennis courts be resurfaced/ repaired every seven years. The estimated cost at that time, for resurfacing/repairing, was approximately \$40,440.00. Currently, all of the College tennis courts are in dire need of repair due to numerous cracks in all of the courts, and one crack is bad enough that Plant Operations had to rope off the area around the crack due to safety concerns.

The College would like to utilize the services of ATC Corp. (American Tennis Courts) to repair and color coat all of the courts. Their scope of work includes hot water pressure washing of the courts, cleaning and filling the cracks, applying a crack repair

system over the cracks, patching low areas and depressions, color coating and applying line application, and furnishing and installing new net posts and nets. ATC has provided a proposal for their services, utilizing their pricing and services in the National Cooperative Purchasing Alliance (NCPA) contract #08-02.

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 National Cooperative Purchasing Alliance (NCPA) contract #08-02 for Tennis Court Repairs from ATC Corp. (American Tennis Courts) in the amount of \$44,097.00.

On a motion made by Trustee Lynch and seconded by Trustee Molesworth, the Board unanimously approved the piggyback contract with ATC Corp. (American Tennis Courts), as presented.

Approval of Piggyback Contract with Life Safety Solutions Integrators (LSSI) in the amount of \$715,733.45; Piggyback of the Fairfax County Public Schools (FCPS) Contract #4400007453 for Fire Alarm System Replacement for Buildings D, F, & L – COO Wichser presented this item. The purpose/goal of the Fire Alarm System Replacement project is to replace the current College fire alarm systems in buildings D, L, and F, which are propriety, with the Edwards EST3 system, which is non-proprietary, and will meet the current and future needs of the College. 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 to address life safety needs. By moving to a non-proprietary system, FCC Maintenance Technicians can be trained and system certified, which will result in faster, more responsive, and less expensive system repairs and maintenance. The

College plans to replace the fire alarm systems in all of the other buildings within the next two to four years, also with the Edwards EST3 system. The public address system is not currently connected to the fire alarm system, but the new system will fix this problem by including mass notification. Surge protection will also be added to the fire panels, which is something that the systems currently do not have.

The College would like to utilize the services of Life Safety Solutions Integrators (LSSI) for the installation of new Edwards EST3/3X fire alarm systems in Buildings D, F, and L, along with FireWorks and other backbone infrastructure in Buildings H and P. LSSI is a local company that is certified to install Edwards fire alarm systems. LSSI has provided a proposal for their services, utilizing their pricing and services in the Fairfax County Public Schools contract #4400007453. 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 fully operational and code compliant voice evacuation fire alarm systems in Buildings D, F, and L. Buildings H and P will be provided with the infrastructure (FireWorks stations) to operate as primary and alternate command and control centers.

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 Fairfax County Public Schools Contract #4400007453 for fire alarm system replacement for Buildings D, F, & L from LSSI in the amount of \$715,733.45, plus a 5% contingency of \$35,786.67 to cover any potential unforeseen or hidden conditions, at a total proposed project cost of \$751,520.12.

On a motion made by Trustee Diaz and seconded by Trustee Kimberlin, the Board unanimously approved the piggyback contract with LSSI, as presented.

TRUSTEE COMMENTS

Trustee Lynch stated that he looks forward to working with his returning colleague and new colleagues on the Board of Trustees. The other Trustees echoed his comment. Chair Borden added that the Board welcomes them, their ideas, and their questions.

ADJOURNMENT

The regular meeting adjourned at 7:48 p.m.

NEXT MEETING

The next regular meeting of the Board will be held on Wednesday, September 12, 2018 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