

**BOARD OF TRUSTEES
FREDERICK COMMUNITY COLLEGE**

**April 18, 2018
Regular Meeting**

The Board of Trustees of Frederick Community College met in regular session on Wednesday, April 18, 2018 in the Chris T. Matthews Board Room (A201). In attendance: Myrna R. Whitworth, Vice Chair; Debra S. Borden; Nick Diaz; Tom Lynch; and Dr. John Molesworth. Former Trustee Roger A. Wilson's position is currently vacant. Also in attendance: President Elizabeth Burmaster, Secretary/Treasurer of the Board; Education Liaison Janice Spiegel; Kari Melvin, Recording Secretary; Dr. Gregory Coldren, Chair, Faculty Association; Administrative Staff Association Executive Committee member Britney Carter; Evan Evans, Chair, College Senate; Julie Yagodich, Student Government Association President; Dana McDonald, Vice President (VP) for Fiscal Services/Auxiliaries; 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); Joseph McCormick, Chief Information Officer (CIO); Dr. Kenneth Urban, Interim Executive Vice President (EVP) for Finance and Human Resources; Laura Mears, Associate Vice President (AVP) for Enrollment Services; Dr. Alanka Brown, AVP/Dean of Career Programs; Kristi Waters, Career Programs Office Manager/Internship Coordinator; Deborah Powell, Executive Director of the Office of Institutional Advancement & FCC Foundation; and other members of the College and staff.

CALL TO ORDER

The meeting was called to order by Board Vice Chair Myrna Whitworth at 7:00 p.m. The Chair recognized the Affinity Group representatives and others present.

APPROVAL OF MINUTES

The Vice Chair called for approval of the minutes of the February 21, 2018 board conversation and regular meeting of the board. [NOTE: The March 21, 2018 board meeting was cancelled due to inclement weather.]

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 wonderful presentations during the Board Conversation this evening regarding the FCC open educational resources development initiative and updates on the College Facilities Master Plan and capital projects.

President Burmaster 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 that FCC received two awards from Campus Compact Mid-Atlantic (CCMA). FCC is a member institution of CCMA and nominations were solicited from all of its 44 regional member institutions. The FCC/Maryland Legal Aid Partnership is being recognized with the CCMA Campus-Community Partnership Award for the annual events of Pro Bono Day and Mock Interview Day. President Burmaster acknowledged Dr. Tracy Parker, Paralegal Program Manager, for spearheading these initiatives. She continued that the FCC/FCPS Partnership has been selected to receive the CCMA P20 CONNECTS Partnership Award for our work

together in dual enrollment and the annual Future Link conference. President Burmaster recognized Director of Dual Enrollment, Elizabeth Duffy and Lisa Freel, Director of Admissions, for their leadership. Additionally, FCC will be honored with two awards during the Maryland State Department of Education 2018 Career and Technology Education (CTE) Awards of Excellence ceremony in Baltimore on April 24. The FCC Building Trades Program will receive the 2018 Outstanding CTE Program (Postsecondary) award. Additionally, a partnership between the City of Frederick Audio Visual Department and the FCC Film and Video Production Program is being recognized with the Outstanding Business Partnerships (Postsecondary) award.

INFORMATION/DISCUSSION ITEMS

Information Security Response Procedures – CIO McCormick presented this item. The Information Security Incident Response Procedures establish the protocol for responding to information security incidents at the College. These procedures will assist the College in detecting and reacting to computer security incidents, determining their scope and risk, responding appropriately to the incident, communicating the results and risk to designated stakeholders, and reducing the likelihood of the incident from reoccurring. Incidents are categorized according to the potential for restricted data exposure or resource criticality using a High-Medium-Low designation. The procedures encompass six phases: preparation, detection, containment, investigation, remediation, and recovery. They were developed by the IT department with input from the Senior Leadership Team and the Technology Advisory Committee. The Information Security Incident Response Procedures will be maintained in electronic form on the IT department file share. Any revisions to these procedures must be approved by the Chief Information Officer, the

Executive Director of Network Infrastructure & IT Security Officer, and in consultation with the President and the Senior Leadership Team.

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

FCC Internship Program Update – AVP/Dean Dr. Alanka Brown introduced Career Programs Office Manager/Internship Coordinator, Kristi Waters, to present this item. The FCC Internship Education Program offers students enrolled in eligible degree and certificate programs the opportunity to apply classroom knowledge in the workplace, earn from one to three academic credits, and gain valuable, resume-building experience.

From summer 2017 to spring 2018, there have been a total of 73 student enrollments in internships and students interned at a total of 54 different sites. In addition, 81 different clinical sites were utilized in the Allied Health and Nursing programs during this same time period. There has been an 82% overall increase in internship enrollment from the summer 2017 to spring 2018 semesters. A slight decrease has been observed when analyzing enrollment trends according to semester. Internship enrollment has decreased so far by 3% in spring 2018 compared to the spring 2017 semester. There was also a 22% decrease in internship enrollment in fall 2017 compared to the fall 2016 semester, as well as a 15% decrease in enrollment in summer 2017 compared to summer 2016. A full listing of internship and clinical sites utilized by students during this timeframe, as well as enrollment data and descriptions of trends are included in the report.

Trustee Borden asked if there is a sense as to why year over year numbers are down. Ms. Waters stated that there are a few possibilities being looked into and the Institutional Effectiveness team is helping with assessment. She continued that only certain career programs are eligible for intern credit and there has been an enrollment decline in

career programs across the College. Also, not all eligible programs require an internship and some students are not aware that internship is available as a course. Trustee Borden encouraged getting the word out to students about how important internships are in providing a bridge to employment.

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.

Quarterly Financial Report – Period Ending 3/31/2018 – VP McDonald presented this item. She went through the report in detail with the Board.

There was discussion regarding the performance of the auxiliaries. President Burmaster stated that the members of the Strategic Advisory Team workgroup formed around the Board of Trustees Annual Strategic Priority, to implement a sustainable business model in College auxiliaries, have developed recommendations to help the entities break even and they are moving forward.

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.

FCC Foundation, Inc. Annual Report – Executive Director Powell presented this item. She overviewed her Annual Report for FY 2018, which the Board members received in their meeting packet. Activities this year included the revision and adoption of the FCC Foundation logo and the addition of one new board director. There are plans to add two more directors later this month increasing the total board membership from 16 to 18. FCC Foundation Eagle Awards are being presented this year to Mr. Seymour Stern and Ms. Sandra L. Smith. This is the highest honor awarded by the Foundation each year to a

donor or donors whose generous gifts and support reflect their commitment to the College, to our students, and to the Foundation.

Gifts raised from July 1, 2017 through March 31, 2018 total \$399,039.07. New scholarships and/or funds created in FY 2018 include The Administrative Staff Association (ASA) Scholarship; The Emily Marie Duckworth Scholarship; The Edges Foundation Scholarship; The Greater Mt. Airy Chamber of Commerce Scholarships for FCC; The Tranice Richardson Memorial Scholarship; The Tom and Karlys “Klynch” Scholarship; Frederick County Merit Scholarships; and Frederick County Dual Enrollment Scholarships. Executive Director Powell noted that the Foundation has improved outreach to donors and the number of gifts has gone up.

Approximately \$595,735 in scholarship and program funds have been awarded to 959 students to-date.

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.

ACTION ITEMS

Approval of Frederick Community College 2019-2020 Calendar – Senate Chair Evans presented this item. The proposed calendar was developed by the Calendar Committee of the College Senate. It was approved by the Senate on January 29, 2018 and presented to the President’s Cabinet on February 14, 2018 and March 14, 2018 for review. Minor revisions have been made for clarity.

The proposed Calendar includes College holidays, College breaks, and two days for College convocations. The Fall Convocation will be on August 22, 2019 and the Celebration of Excellence and Spring Retreat will be on January 23, 2020. Commencement will be held

on May 21, 2020. The proposed Calendar meets all academic requirements for all College programs.

Senate Chair Evans recommended approval of the Frederick Community College 2019-2020 Calendar, as presented.

On a motion made by Trustee Lynch and seconded by Trustee Molesworth, the Board unanimously approved the Frederick Community College 2019-2020 Calendar, as presented.

Approval of Award Recommendation – RFB #18-IT-04, Redundant Power Supplies for HP 5130 Switches to Convergence Technology Consulting LLC in the amount of \$42,184.00 – CIO McCormick presented this item. The College recently solicited bids from qualified agencies to provide and install redundant power supplies for the College HP 5130 switches located throughout the main campus and the Monroe Center. The College requires the redundant power supplies to meet its availability goals. The scope of work includes furnishing and installing the equipment.

A formal request for bids (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 and address questions. Four agencies attended the pre-bid conference. Two addendums to the RFB were subsequently posted to the College Bid Board. Bid package proposals were received from two agencies. Convergence Technology Consulting LLC was the low responsive bidder with a total bid price of \$42,184.00. Funds for the proposed award amount are available in the CIP Budget, 85-800125-8000300.

CIO McCormick recommended approval to award RFB #18-IT-04 for redundant power supplies for HP 5130 switches to Convergence Technology Consulting LLC in the amount of \$42,184.00.

On a motion made by Trustee Borden and seconded by Trustee Molesworth, the Board unanimously approved the award to Convergence Technology Consulting LLC, as presented.

Approval of Piggyback Contract with Dell, Inc. for Instructional Computers in the amount of \$86,520.07; Piggyback of the Maryland Education Enterprise Consortium (MEEC) Contract #UMD-972016 – CIO McCormick presented this item. As part of the lifecycle replacement plan for instructional computers, the College needs to replace 91 computers in Linganore Hall (L building), the Student Center (H building), and Annapolis Hall (A building). IT requested and received special pricing from Dell, Inc. in addition to discounts provided through the Maryland Education Enterprise Consortium (MEEC) agreement. The cost of this purchase is \$86,520.07 and funds are available in the Classroom Technology Upgrades Account 85-800004-8000004.

CIO McCormick recommended approval of the use of the MEEC Contract #UMD-972016 for this purchase.

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

Approval of Renewal of Contract for Professional Auditing Services – VP McDonald presented this item. The College solicited proposals for professional auditing services (RFP# 15MISC5) jointly with Frederick County Public Schools (FCPS) and Frederick County Government (FCG) in March 2015. The College Board of Trustees approved the award of the contract for professional auditing services to be performed for the College and the Foundation to SB & Company in April 2015. This award was for an initial two-year contract with the option to renew each year for an additional four years.

The first two years of the contract covered professional auditing services for FY 2015 and FY 2016. One additional renewal year was approved for FY 2017. FCC and the Foundation continue to be satisfied with the performance of SB & Company and the quality of the work performed to date. Both FCG and FCPS have indicated they will also recommend a one-year year contract renewal for the FY 2018 audit.

VP McDonald recommended approval to award another one-year contract renewal for professional auditing services for the FY 2018 audit for both the College and the Foundation to SB & Company, for the total of \$44,000.00.

On a motion made by Trustee Borden and seconded by Trustee Lynch, the Board unanimously approved to award a one-year contract renewal to SB & Company, as presented.

Approval of Renewal of FY 2019 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 effective on July 1, 2016 based on RFP #16-HR-02. This award can be renewed annually for up to four additional years. It was renewed in FY 2018. In FY 2018, in order to negotiate a lower rate increase with CIGNA, the Board approved a commitment by the College to renew Cigna as our provider through June 30, 2019. FY 2019 will be the third year with CIGNA under this award and the second additional renewal year.

The College will continue to offer two health insurance plans, which include a high deductible plan and an in-network plan. For FY 2019, no changes to the Cigna Group Health and Prescription Drug, Dental, or Vision insurance plans are proposed.

Administration recommends continuing the opt-out incentive to employees who do not elect FCC health insurance coverage.

VP McDonald recommended approval to renew the group health, prescription drug, dental, and vision insurance plans with Cigna for FY 2019, approval to continue to provide the opt-out incentive, and approval of the employer/employee contributions to the plans, which the Board members received in their meeting packet.

On a motion made by Trustee Lynch and seconded by Trustee Molesworth, the Board unanimously approved the renewal of the FY 2019 Group Health, Prescription Drug, Dental, and Vision Insurance to Cigna, the continued opt-out incentive, and employer/employee contributions, as presented.

Approval of Award Recommendation – RFP #18-FS-02, Insurance Broker Services, Property and Casualty Program – VP McDonald presented this item. The College recently solicited proposals from qualified firms to provide Insurance Broker Services, Property and Casualty Program. The initial term of the contract will be for two years, beginning April 19, 2018 with the option to be renewed for three additional one-year options.

A formal request for proposals (RFP) was advertised on eMaryland Marketplace and posted to the College Bid Board. A pre-proposal conference was held at the main campus to review the project scope of work and address questions. Two addendums to the RFP were subsequently posted to the College Bid Board. Proposals were received from six firms and their technical proposals were reviewed by the evaluation committee. Three firms were short-listed and selected to present oral presentations and submit price proposals. BB&T Insurance Services was recommended for the award based on the results

of the overall combined scores. The cost is \$40,000.00 for the initial two year contract period and funds are included in the College operating budget.

VP McDonald recommended approval to award RFP #18-FS-02 for Insurance Broker Services, Property and Casualty Program to BB&T Insurance Services in the amount of \$40,000 for the period April 19, 2018 – April 18, 2020.

On a motion made by Trustee Molesworth and seconded by Trustee Lynch, the Board unanimously approved the award to BB&T Insurance Services, as presented.

Approval of FY 2019 Tuition Rates for the Carl and Norma Miller Children’s Center – VP McDonald presented this item. Tuition rates for the Children’s Center have not increased since FY 2014. In order to keep up with increases in compensation and inflationary adjustments of expenses, an increase is necessary for FY 2019.

The rates are tiered for community members, faculty/staff, and students. These rates will be effective July 1, 2018 and will be incorporated in the FY 2019 proposed budget that will be presented at the May Board of Trustees meeting.

VP McDonald recommended approval of the FY 2019 tuition rates for the Carl and Norma Miller Children’s Center, which the Board members received in their meeting packet.

On a motion made by Trustee Lynch and seconded by Trustee Molesworth, the Board unanimously approved the FY 2019 tuition rates for the Carl and Norma Miller Children’s Center, as presented.

Approval of Award Recommendation – RFB #18-FP-12 Braddock Hall A/B and B/C Knuckle Restroom Renovations to GRC General Contractor Inc. in the amount of \$276,864.00 – COO Wichser presented this item. Bids were requested from general

contractors for construction services related to the Braddock Hall Knuckle Restrooms Renovation project. The work includes, but is not limited to, the renovation of eight restrooms, four custodial closets, and six electric water coolers located in the A/B and B/C Knuckles of Braddock Hall. The scope of work also includes architectural, mechanical, plumbing, and electrical work. The pre-construction phase is scheduled from May 1 to May 31, 2018, with the construction phase starting on June 1, 2018, and final completion of the project by August 15, 2018.

A formal request for bids (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 and address questions. Eleven general contractors attended the pre-bid conference. Bid package proposals were received from nine bidders. However, one bid was deemed non-responsive. GRC General Contractor Inc. was the low responsive bidder with a total bid price of \$276,864.00. Funds for the proposed award amount are available in the CIP Budget, 85-800007-8000007.

COO Wichser recommended approval to award RFB #18-FP-12 to GRC General Contractor Inc., in the amount of \$276,864.00

On a motion made by Trustee Borden and seconded by Trustee Molesworth, the Board unanimously approved the award to GRC General Contractor Inc., as presented.

Approval of Award Recommendation – RFP #18-FP-15 for Architectural/Engineering Services for Building E Renovation/Addition to Murphy & Dittenhafer, Inc. in the amount of \$459,490.00 – COO Wichser presented this item. The College solicited proposals for firms interested in providing Architectural/Engineering Services for the Building E Renovation/Addition project. The objective of the request for proposals (RFP)

was to select an architectural firm to provide professional services during the design and construction of the Building E Renovation and Addition project. The goal of this project is to consolidate all of the FCC main campus Continuing Education and Workforce Development (CEWD) programs into one central location. CEWD is comprised of three major groups: Adult Education and Lifelong Learning, Emergency Management, and Workforce Development. The project scope includes 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 will function as a single space.

A formal RFP was advertised on eMaryland Marketplace and posted to the College Bid Board. A pre-proposal conference was held to address questions and tour the project site. Proposals were received from 16 firms and their technical proposals were reviewed by the evaluation committee. Four firms were short-listed and selected to present oral presentations and submit price proposals. Murphy & Dittenhafer, Inc. was recommended for the award based on the results of the overall combined scores. Funds for this award are available in the capital improvements program (CIP) budget for the Building E Renovation/Addition project.

COO Wichser recommended approval to award RFP #18-FP-15 for Architectural/Engineering Services, Building E Renovation/Addition to Murphy & Dittenhafer, Inc. in the amount of \$459,490.00.

On a motion made by Trustee Lynch and seconded by Trustee Molesworth, the Board unanimously approved the award to Murphy & Dittenhafer, Inc., as presented.

Approval of Award Recommendation – RFB #18-FP-11 Catoctin Hall CIS

Renovation to CCS, Inc. in the amount of \$194,081.00 – COO Wichser presented this item.

Bids were requested from general contractors for construction services related to the Catoctin Hall CIS Renovation project. The work includes, but is not limited to, the renovation of approximately 2,355 square feet of classroom space. The construction phase is scheduled to start on June 1, 2018, with final completion of the project scheduled for August 15, 2018.

A formal request for bids (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 and address questions. Nine general contractors attended the pre-bid conference. Bid package proposals were received from nine bidders. CCS, Inc. was the low responsive bidder with a total bid price of \$194,081.00. Funds for the proposed award amount are within the College approved CIP budget for this project (85-800121-8000225 / Building C Science Tech Hall Renovations and 85-800085-8000170 / FCC Systemics/Miscellaneous Renovations).

COO Wichser recommended approval to award RFB #18-FP-11 Catoctin Hall CIS Renovation to CCS, Inc. in the amount of \$194,081.00.

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

Approval of Award Recommendation – RFP #18-FP-16 Construction Manager at-Risk with Guaranteed Maximum Price for Building E Renovation/Addition to Turner Construction Company in the amount of \$941,667.00 – COO Wichser presented this item.

The College solicited proposals for firms interested in providing Construction Manager at-

Risk Services for the Building E Renovation/Addition project. The objective of the request for proposals (RFP) was to select a construction manager at-risk (CMR) firm to provide professional management services during the design and construction of the Building E Renovation and Addition project. The selected firm will complete the project as specified by the College, on time, and for a guaranteed maximum price (GMP).

A formal RFP was advertised on eMaryland Marketplace and posted to the College Bid Board. A pre-proposal conference was held to address questions and tour the project site. Proposals were received from seven firms and their technical proposals were reviewed by the evaluation committee. Three firms were short-listed and selected to present oral presentations and submit price proposals. Turner Construction Company was recommended for the award based on the results of the overall combined scores. Funds for this award are available in the capital improvements program (CIP) budget for the Building E Renovation/Addition project.

COO Wichser recommended approval to award RFP #18-FP-16 Construction Manager at-Risk with Guaranteed Maximum Price to Turner Construction Company in the amount of \$941,667.00. The price for preconstruction is \$30,393.00.

On a motion made by Trustee Borden and seconded by Trustee Lynch, the Board unanimously approved the award to Turner Construction Company, as presented.

Approval of Piggyback Contract with WGL Energy Services, Inc.; Piggyback of Frederick County Public Schools Contract #18MISC4 for Natural Gas Supply – COO Wichser presented this item. The College requires natural gas service for the following uses: D Building Boiler Room – supplies heat for the majority of the campus; F Building – gas kilns; G and J Buildings – gas heat/rooftop units; H Building – Cougar Grille

(stoves)/domestic hot water; M Building – gas-fired forced air heaters; P Building – gas-fired heaters/domestic hot water; and the Monroe Center – gas-fired roof top units/culinary (cooking)/domestic hot water.

Frederick Community College and Frederick County Public Schools have used the Washington County Public Schools contract (piggyback) for natural gas services from Washington Gas for the last few years. This current contract expires on May 31, 2018.

Frederick County Public Schools solicited bids for, and awarded, a new contract to WGL Energy Services, Inc. (RFP 18MISC4) for 36 months. The College would like to piggyback the Frederick County Public Schools contract to utilize the services of WGL Energy Services, Inc. for natural gas supply.

With the current contract expiring in May, the market is in an excellent place to lock in the lowest rate the College has locked in recent years. Funds for this contract are available in account code 15-302104-64015 (Plant Operations – Utilities).

COO Wichser recommended approval of the use of the Frederick County Public Schools contract number 18MISC4 to purchase natural gas from WGL Energy Services, Inc., for a term of three years (36 months) at the fixed rate of .395/therm.

On a motion made by Trustee Lynch and seconded by Trustee Molesworth, the Board unanimously approved the piggyback contract with WGL Energy Services, Inc., as presented.

TRUSTEE COMMENTS

Trustee Lynch stated that he attended the Frederick Reads program featuring José Andrés. He added that Mr. Andrés was very personable and delivered a moving message. Trustee Whitworth echoed his comments, adding that Mr. Andrés also spent time with FCC culinary students and it was a tremendous opportunity for them. She then requested

adding a Legislative Session Debrief to the Board Conversation schedule each April to obtain updates on what the General Assembly passed in Annapolis and any resulting implications for the College. President Burmaster noted that lawmakers approved Maryland Community College Promise Scholarships this session. The bill is awaiting Governor Hogan's signature. Beginning in academic year 2019-2020, students enrolling in a community college within two years after graduating from high school or receiving a GED may qualify for up to \$5,000 to cover tuition and fees if they meet all eligibility requirements. This is a last dollar scholarship and is calculated after all other forms of financial are deducted. The enrolled bill requires the Governor to include \$15 million annually in the State budget beginning fiscal 2020 for the scholarships and approximately \$.5 million each year for the next five years to fund a near completers initiative. Students must apply annually to MHEC. President Burmaster added that the College did well in Cade funding and is on target for capital funding as well.

ADJOURNMENT

The regular meeting adjourned at 8:10 p.m.

NEXT MEETING

The next regular meeting of the Board will be held on Wednesday, May 16, 2018 at 7:00 p.m. in the Chris T. Matthews Board Room (A201).

CLOSED SESSION

Immediately following the April 18, 2018 regular meeting, the motion was made by Trustee Borden to convene in closed session at 8:10 p.m. in the Chris T. Matthews Board Room (A201). The motion was seconded by Trustee Diaz and unanimously approved by the Board.

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 appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals; 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 Myrna R. Whitworth, Vice Chair; Debra S. Borden; Nick Diaz; Tom Lynch; and Dr. John Molesworth. Also in attendance for a portion of the meeting: President Elizabeth Burmaster, Secretary/Treasurer of the Board.

The Board discussed the process for the performance evaluation of an employee.

No action was taken.

The Board reviewed closed session minutes from May 17, 2017 pursuant to Section 3-306(c)(3)(ii) of the General Provisions Article of the Maryland Annotated Code. The Vice Chair called for approval of the closed session minutes.

The Board voted to approve the May 17, 2017 closed session minutes, as presented.

The closed session adjourned at 8:35 p.m.

**Elizabeth Burmaster
Secretary/Treasurer**

Prepared by Kari Melvin
Office of the President
Frederick Community College