

**BOARD OF TRUSTEES
FREDERICK COMMUNITY COLLEGE**

**August 16, 2017
Regular Meeting**

The Board of Trustees of Frederick Community College met in regular session on Wednesday, August 16, 2017 in the Chris T. Matthews Board Room (A201). In attendance: Trustees David F. Bufter, Chair; Myrna R. Whitworth, Vice Chair; Debra S. Borden; Tom Lynch; and Dr. John Molesworth. Trustee Roger Wilson participated via conference call and was therefore not considered in determination of a quorum and was unable to vote, per the Board of Trustees Bylaws. 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; Jack Jenkins, Chair, Support Personnel Association; Administrative Staff Association Executive Committee members Britney Carter, Jennifer Moxley, Leslie Puzio, and Sarah Radinsky; Evan Evans, Chair, College Senate; Julie Yagodich, Student Government Association President; Dana McDonald, Vice President (VP) for Finance and Human Resources; David Croghan, VP for Continuing Education and Workforce Development; Dr. Wayne Barbour, VP for Learning Support; Jerry Boyd, Special Assistant (SA) to the President for Institutional Effectiveness; John Wichser, Chief of Operations (COO); Joseph McCormick, Chief Information Officer (CIO); William Grutzkuhn, Associate Vice President (AVP) for Fiscal Services; Dr. Kelly Trigger, AVP for the Center for Teaching and Learning; John Anzinger, Director of Facilities Planning; and other members of the College and staff.

CALL TO ORDER

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

SWEARING-IN CEREMONY FOR TRUSTEE MOLESWORTH

Sandra K. Dalton, Clerk, Circuit Court for Frederick County, conducted a swearing-in ceremony for Trustee Dr. John Molesworth. He was officially sworn in at the Frederick County Courthouse on August 7, 2017. Trustee Molesworth was appointed by the Governor to a five-year term – July 1, 2017 through June 30, 2022. He replaces Gary Fearnow on the Board.

APPROVAL OF MINUTES

The Chair called for approval of the minutes of the June 21, 2017 board conversation and regular meeting of the board.

On a motion made by Trustee Whitworth and seconded by Trustee Lynch, the Board approved the minutes 4-0-2, as presented, with Trustee Molesworth abstaining.

The Chair called for approval of the minutes of the July 22, 2017 board retreat.

On a motion made by Trustee Borden and seconded by Trustee Lynch, the Board unanimously approved the minutes 5-0-1, as presented.

TOUR OF GYMNASIUM – ATHLETICS CENTER

COO Wichser led the Board and meeting attendees in a tour of the newly renovated gymnasium in the Athletics Center. As the largest gathering space on the main campus, and the only College venue that can accommodate more than 410 people for an event, the space is used for Commencement, intercollegiate sports, and many community events. It was critical that the facility was brought up to current safety standards and building and

ADA code compliance. The renovations include new LED lighting, a sound system, basketball hoop motors, a center court divider curtain, paint, HVAC louvers, doors and hardware, wood flooring, protective floor mats, and ADA-compliant bleachers.

The Board and meeting attendees returned to the Board Room for the remainder of the meeting.

PRESIDENT'S MONTHLY REPORT

President Burmaster presented Education Liaison Janice Spiegel a flower arrangement in appreciation of her work during the budget process. She added that FCC was successful in securing the funding needed from the County for both the Capital Improvement Projects and operational budgets because of Ms. Spiegel's role as liaison. The Trustees echoed her comments.

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 were the CIP Construction Projects Update, Credit Enrollment Update, and Continuing Education and Workforce Development Enrollment Update. She noted that it has been a busy week leading up to the first day of classes, including two very successful adjunct nights. She acknowledged and thanked AVP Dr. Kelly Trigger, whose team led the planning for the events. President Burmaster reminded everyone that Fall Convocation will be held tomorrow morning. She then introduced the newest member of the Senior Leadership Team, Chief Information Officer Joseph McCormick.

INFORMATION/DISCUSSION ITEMS

Quarterly Financial Report for the Period Ending June 30, 2017 – William Grutzkuhn, AVP for Fiscal Services, presented this item. He stated that the figures in the report are preliminary for the year ending June 30, 2017. The final audit will be available

in October. AVP Grutzkuhn reviewed the preliminary report 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.

Monroe Center Update – John Anzinger, Director of Facilities Planning, presented this item. The renovation and reconfiguration of the Monroe Center supports the ability of the College to meet economic and workforce development needs of Frederick County. Workforce training in trade/technical programs focused on middle skilled workers required space not previously available at the Monroe Center. The renovation of the Monroe Center, designed as a LEED-Silver certified project resulted in better utilization of space, and also provided the opportunity for the co-location of the Frederick County Workforce Services at the Center. The synergy created by the co-location of these two entities will create a natural pathway for County residents entering the workforce. The renovation also included the addition of a “Makerspace,” a hands-on creative learning environment that provides access to a 3-D printer, a 3-D scanner, a laser cutter, a CNC Router, various shop tools, 3-D mechanical design software, 12 computer stations, and collaborative work spaces.

The project concludes on schedule, and on budget, with the renovated building ready for the start of classes on August 21.

Trustee Bufter commented on the exceptional project management for both the gymnasium and Monroe Center renovations. President Burmaster acknowledged that it was VP Croghan's vision for the past 10 years to co-locate Frederick County Workforce Services at the Monroe Center. VP Croghan stated that he was very pleased to see it come to fruition.

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

2017-2018 Annual Strategic Priorities – President Burmaster presented this item.

The FCC Board of Trustees developed seven Annual Strategic Priorities for 2017-2018 at their annual retreat on July 22, 2017. The Annual Strategic Priorities focus on the achievement of the College long-range strategic plan, FCC 2020. The College Strategic Advisory Team, a volunteer cross-functional team of workgroups open to all College employees, supports the implementation of the Annual Strategic Priorities set by the Board of Trustees. The final 2017-2018 Annual Strategic Priorities are as follows:

Strategic Priority A – Develop a 5-year Academic Master Plan that establishes Academic Affairs Team goals and priorities, guides program development and review, integrates facilities management, and identifies future initiatives.

Strategic Priority B – Implement a new Enrollment Services Center in Jefferson Hall which utilizes best practices in delivery of student services to maximize recruitment, access, affordability, and student success.

Strategic Priority C – Establish career and technical pathways for high school students to FCC certificates and industry credentials that lead to employment.

Strategic Priority D – Optimize the partnership among Frederick County Workforce Services, WIOA partners, and FCC to create a more efficient local and regional workforce development system.

Strategic Priority E – Develop a 5-year College IT Strategic Plan which addresses hardware, software, and infrastructure needs to ensure optimal functionality within resource allocation.

Strategic Priority F – Develop a comprehensive plan for emergency preparedness, crisis management, and continuity of operations which incorporates the use of best practices and training for all of the College community.

Strategic Priority G – Implement a sustainable business model in College auxiliaries which serves student and College needs.

Schedule of Board Meetings for 2018 – President Burmaster presented this item. A schedule of Board meetings for 2018 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 September meeting was moved to the second Wednesday of the month because the third Wednesday conflicts with Yom Kippur. The November meeting was moved to the second Wednesday of the month because the third Wednesday occurs the day before Thanksgiving. The meeting dates for 2018 are: January 17, February 21, March 21, April 18, May 16, June 20, August 15, September 12, October 17, and November 14.

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

Certificates, Letters of Recognition, and Industry Credentials – VP Croghan presented this item. He overviewed the differences between a credential, licensure, and professional certification. The College offers several short-term training programs. These include both credit and non-credit, industry licenses, or professional certifications such as a Continuing Education and Workforce Development Certificate, an FCC Letter of Recognition, or FCC Certificate. A list of the programs with completion numbers for FY 2017 was provided.

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

ACTION ITEMS

Approval of Sole Source Procurement: Comcast Spotlight for Cable Television

Advertising Not to Exceed \$65,000.00 – SA Boyd presented this item. For FY18, Marketing would like to continue purchasing advertising with Comcast Spotlight for cable television and streaming video ads. This includes advertisements for all areas of the College that will run between August 2017 and May 2018. Comcast Spotlight provides the unique opportunity to specifically target demographics of interest using TV and digital video ads. Comcast Spotlight ads can be created for and targeted to viewers of specific channels and programs during peak viewing periods. Cable advertising also affords the opportunity to advertise in both English and Spanish languages, which is important for diverse and emerging audiences.

FCC spent about \$30 per 1,000 impressions (TV and online combined) in FY16 and FY17. Ads are reaching 96% of the Frederick County population that subscribes to Comcast TV at an average of about 6 exposures each. Digital viewers suggest qualitative approval of message content, as they are opting to view complete commercials and are engaging with the messages at high levels by visiting the FCC website after seeing an ad.

Other television advertising options include streaming video like Netflix or Hulu, and network television like NBC, ABC, or CBS. The high entry cost of streaming video advertising prevents it from being a viable option at this time for the College. Network television advertising cannot be segmented by geography and extends beyond Frederick County to include the entire broadcast market of a station.

Comcast Spotlight is the sole provider of cable television for Frederick County, Maryland, and provides the unique opportunity to specifically target demographics of

interest using TV and digital video ads. Funds for this procurement of \$65,000 are available in the FY18 Marketing Department.

SA Boyd recommended approval of the sole source procurement to Comcast Spotlight not to exceed \$65,000 for FY 2018.

On a motion made by Trustee Lynch and seconded by Trustee Whitworth, the Board unanimously approved 5-0-1 the sole source procurement to Comcast Spotlight, as presented.

Approval of Revision to Board of Trustees Bylaws – Chair Bufter presented this item. The Board of Trustees annually reviews the Board Bylaws to ensure they reflect community values, beliefs, and needs. The Bylaws may be amended at any meeting of the Board, provided it was presented for review and discussion at a prior meeting. Amendment of the Bylaws requires approval by a majority of the appointed members of the Board.

The Board of Trustees reviewed its Bylaws at the July 22, 2017 Board Retreat and agreed to the following revisions: Section II.C. – replace the word “guarantee” with “ensure”; Section II.F. – add a comma after “If” in the second sentence; Section IV.B.14. – delete “shall require approval of the Board”; Sections VI and VII – replace “Chairperson” with “Chair” throughout; Section VI.A.10. – replace “speak with one voice on behalf” with “present the position” and replace “an adjunct” with “the” before the word spokesperson; and Section VII.B. – replace “will” with “shall.”

Chair Bufter called for approval of the revised Board of Trustees Bylaws, as presented.

On a motion made by Trustee Lynch and seconded by Trustee Borden, the Board unanimously approved 5-0-1 the revised Board of Trustees Bylaws, as presented.

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

Dr. Kelly Trigger, AVP for the Center for Teaching and Learning 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. AVP Trigger overviewed the report, which reemphasizes the College commitment to diversity, equity, and inclusion. She noted the increased diversity of the student population, recruitment efforts by Human Resources, increased diversity of faculty and staff, and programming that has increased cultural competence.

AVP Trigger recommended approval of the FCC Diversity Strategic Plan – Annual Progress Report to MHEC.

On a motion made by Trustee Whitworth and seconded by Trustee Lynch, the Board unanimously approved 5-0-1 the report, as presented.

Approval of Sole Source Procurement: Lyris for Maryland Digital Library Subscription – AVP Trigger presented this item. Lyris is a “bibliographic utility” that serves as a broker for library cataloging and interlibrary loan services from Online Computer Library Center Inc. (OCLC). OCLC is a library services company that provides book cataloging data and library holdings information for interlibrary loan. Libraries subscribe to OCLC through regional bibliographic utilities, which serve states and regions across the US. Due to the geographic organization of the bibliographic utilities, there is no alternative for FCC.

Membership in a local bibliographic utility also provides the significant advantage of access to extensive training programs. As a Lyris member, FCC receives discount-priced training in Baltimore and other regional locations.

In addition, Lyris is the management organization for the Maryland Digital Library (MDL), a statewide consortium of academic libraries, and includes the libraries of almost all post-secondary educational institutions in the state. Its primary purpose is to purchase online research databases that member libraries use to support student learning. As such a large buying agent, MDL is able to negotiate significant discounts for members. The MDL invoice amount is a fraction of what Frederick Community College would pay if it were to subscribe to the databases directly. The College has no access to any other comparable discount.

Lyris is now the service agent for two important functions of the FCC library: bibliographic information services and MDL. The annual cost of the Maryland Digital Library subscription through Lyris for FY 2018 is \$27,692.00.

AVP Trigger recommended approval of the sole source procurement to Lyris for FY 2018.

On a motion made by Trustee Lynch and seconded by Trustee Borden, the Board unanimously approved 5-0-1 the sole source procurement to Lyris, as presented.

Approval of Field Trips and Other Student Travel Policy and Procedures – VP Barbour presented this item. The Field Trips and Other Student Travel Policy and Procedures provides a philosophy, scope, and procedures for field trips and other student travel. It provides a single policy and procedures that reflects the College commitment to ensuring student access to field trips and other student travel associated with academic, continuing education, co-curricular, and extra-curricular activities.

VP Barbour recommended approval of the Field Trips and Other Student Travel Policy and Procedures, as presented.

On a motion made by Trustee Whitworth and seconded by Trustee Molesworth, the Board unanimously approved 5-0-1 the Field Trips and Other Student Travel Policy and Procedures, as presented.

Approval of Solicitation Policy and Procedures – VP Barbour presented this item. The Solicitation Policy and Procedures provides a philosophy, scope, and procedures that informs the College Community; Non-Profit Organizations; External College, University, Employers, and Military Representatives; and Outside Vendors on matters related to fundraising, dissemination of print and electronic materials, and noncommercial solicitation. It provides a single policy and procedures that reflects the College commitment to ensuring a learning and work environment for students and employees, respectively, that is free from solicitation and/or activities that cause disruption to College operations and student learning.

VP Barbour recommended approval of the Solicitation Policy and Procedures, as presented.

On a motion made by Trustee Lynch and seconded by Trustee Borden, the Board unanimously approved 5-0-1 the Solicitation Policy and Procedures, as presented.

Repeal of Policy Replaced by Solicitation Policy and Procedures: Policy 6.19 – VP Barbour presented this item. The following policy has been replaced with the adoption of the new Solicitation Policy and Procedures: Policy 6.19 – Posting of Information on Campus.

VP Barbour recommended repeal of this policy.

On a motion made by Trustee Lynch and seconded by Trustee Borden, the Board unanimously approved 5-0-1 the repeal of Policy 6.19.

Approval of Video Monitoring of College Premises Policy and Procedures – VP

Barbour presented this item. The Video Monitoring of College Premises Policy and Procedures provides a philosophy, scope, definitions, and procedures related to responsibility and general use that is consistent with all existing College policies and procedures, including the Non-Discrimination Policy and Procedures and the Title IX Sexual Misconduct Policy and Procedures. It provides a single policy and procedures that maintains a secure College community and ensures the privacy rights of students, staff, and others are protected as required by the Family Education Rights and Privacy Act guidelines and all local, state, and federal statutes.

VP Barbour recommended approval of the Video Monitoring of College Premises Policy and Procedures, as presented.

On a motion made by Trustee Lynch and seconded by Trustee Whitworth, the Board unanimously approved 5-0-1 the Video Monitoring of College Premises Policy and Procedures, as presented.

Repeal of Procedure Replaced by Video Monitoring of College Premises Policy and Procedures: Procedure 6.32e – VP Barbour presented this item. The following procedure has been replaced with the adoption of the new Video Monitoring of College Premises Policy and Procedures: Procedure 6.32e – Closed Circuit Television (CCTV).

VP Barbour recommended repeal of this procedure.

On a motion made by Trustee Lynch and seconded by Trustee Molesworth, the Board unanimously approved 5-0-1 the repeal of Procedure 6.32e.

Approval of Award Recommendation – RFP# 18-AU-01 Snacks, Food, and Hot and Cold Beverage Vending Services for Frederick Community College Auxiliary Services to

Vending Plus – AVP Grutzkuhn presented this item. Proposals were requested to obtain the best service and highest commissions for snacks, food, and hot and cold beverage vending services for Frederick Community College Auxiliary Services.

A Request for Proposals (RFP) was advertised on eMaryland Marketplace and posted to the College Bid Board. The College received four proposals. After evaluating the technical and commission proposals, it was determined that Vending Plus was the most qualified and would provide the best value for the College. The term of the contract will be a three year agreement with the option to renew for two one-year terms.

AVP Grutzkuhn recommended approval to award RFP#18-AU-01 to Vending Plus for a three year term.

On a motion made by Trustee Lynch and seconded by Trustee Borden, the Board unanimously approved 5-0-1 to award the contract for snacks, food, and hot and cold beverage vending services for Frederick Community College Auxiliary Services to Vending Plus, as presented.

Approval of Award Recommendation – RFP# 18-AU-02 Fountain Rights for Frederick Community College Auxiliary Services to Coca Cola – AVP Grutzkuhn presented this item. Proposals were requested to obtain the lowest cost for Fountain Rights for Frederick Community College Auxiliary Services.

A Request for Proposals (RFP) was advertised on eMaryland Marketplace and posted to the College Bid Board. The College received two proposals. After evaluating the technical and cost proposals, it was determined that Coca Cola was the most qualified and would provide the best value for the College. The term of the contract will be a three year agreement with the option to renew for two one-year terms.

AVP Grutzkuhn recommended approval to award RFP#18-AU-02 to Coca Cola for a three year term.

On a motion made by Trustee Molesworth and seconded by Trustee Lynch, the Board unanimously approved 5-0-1 to award the contract for Fountain Rights for Frederick Community College Auxiliary Services to Coca Cola, as presented.

TRUSTEE COMMENTS

Trustee Lynch commented that the presentations during the Board Conversation this evening were outstanding and that the energy was contagious. The Trustees echoed his comments.

ADJOURNMENT

The regular meeting adjourned at 8:16 p.m.

NEXT MEETING

The next regular meeting of the Board will be held on Wednesday, September 13, 2017 at 7:30 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**