

**BOARD OF TRUSTEES
FREDERICK COMMUNITY COLLEGE**

**February 15, 2017
Regular Meeting**

The Board of Trustees of Frederick Community College met in regular session on Wednesday, February 15, 2017 in the Chris T. Matthews Board Room (A201). In attendance: Trustees Myrna R. Whitworth, Chair; David F. Bufter, Vice Chair; Debra S. Borden; Nick Diaz; Gary V. Fearnow; Tom Lynch; and Roger A. Wilson. Also in attendance: President Elizabeth Burmaster, Secretary/Treasurer of the Board; Education Liaison Janice Spiegel; Kari Melvin, Recording Secretary; Marshall Botkin, Chair, Faculty Association; Mary Rolle, Chair, College Senate; Jack Jenkins, Chair, Support Personnel Association; Ms. Britney Carter, representing the Administrative Staff Association; John-Paul LeGare, President, Student Government Association; Dana McDonald, Vice President (VP) for Finance and Human Resources; 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); and other members of the College and staff.

CALL TO ORDER

The meeting was called to order by Board Chair Myrna Whitworth at 7:00 p.m. The Chair recognized the Affinity Group representatives and others present. She welcomed Mr. Tom Lynch to the Board. Trustee Lynch was appointed to fill the remainder of the term of former Trustee Timothy Wesolek (July 1, 2015 to June 30, 2020). His appointment is effective January 9, 2017. Trustee Lynch was sworn in at the Office of the Clerk of the Circuit Court on January 24, 2017.

APPROVAL OF MINUTES

The Chair called for approval of the minutes of the January 9, 2017 board budget workshop.

On a motion made by Trustee Borden and seconded by Trustee Wilson, the Board approved the minutes 6-0-1, as presented, with Trustee Lynch abstaining.

The Chair called for approval of the minutes of the January 18, 2017 board conversation and regular meeting of the board.

On a motion made by Trustee Diaz and seconded by Trustee Fearnow, the Board approved the minutes 6-0-1, as presented, with Trustee Lynch abstaining.

PRESIDENT'S MONTHLY REPORT

President Burmaster commented on the wonderful discussion with six faculty members regarding their sabbaticals during the board conversation this evening. She added that it was very informative and we are blessed to have outstanding faculty at FCC. She then turned the meeting over to SA Boyd to present the Credit and Continuing Education and Workforce Development (CEWD) Enrollment Updates, which were distributed at the meeting. For spring 2017 credit enrollment, SA Boyd noted that unduplicated headcount is up 2.6%. He added that eligible and ineligible FTE is up by four overall, which translates to flat enrollment and the continued trend of more students taking fewer classes. There was discussion relating to dual enrollment. SA Boyd reported that dual enrollment has almost doubled, increasing by 91% and nearing almost 12% of total enrollment. Further study is needed to measure the impact that the increase in dual enrollments has had on our enrollment reporting. For CEWD, SA Boyd indicated enrollment was measured between the July to December 2015 and 2016 time periods. This

is because CEWD registers students continuously throughout the year and the start date for courses vary, which presents a challenge in making mid-year enrollment comparison. Unduplicated headcount increased by 2.8%, eligible FTE decreased by 0.3%, and ineligible FTE decreased by 34.7%. He added that enrollment for the Institute in Learning and Retirement has increased 90%.

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 and the FCC Internship Program Outreach Report. She distributed at the meeting a new study released by Economic Modeling Specialists International (EMSI), an independent provider of economic impact studies and labor market data to educational institutions, workforce planners, and regional developers in the United States and internationally. The study was part of a statewide effort commissioned by the Maryland Association of Community Colleges (MACC) to measure the economic benefits generated by community colleges in the state. According to the study, FCC generated \$348 million in income to the Frederick County economy in Fiscal Year 2015-2016. The results of this study show that FCC creates a positive net impact on the county economy and generates a positive return on investment for students, taxpayers, and the community we serve.

President Burmaster announced that the new 2017 Arts Calendar has been released. She then drew attention to the "Wish You Were Here" section of the February 2017 issue of Frederick Magazine, where Trustee Diaz and his wife Marianne are pictured in Sweden. President Burmaster continued with highlights from her report, noting the following items: 200 Monroe will be open to the public for lunch beginning March 3; FCC received a

generous estate gift that will provide hundreds of thousands of dollars in scholarships, made in memory of Dixie Miller, a longtime student advocate and former FCC trustee; best-selling author Bill Bryson will visit FCC on March 6 to discuss his writings, answer questions, and participate in a book signing as part of Frederick Reads; FCC alum Cary Wider completed an internship with the City of Frederick’s audio visual department as part of his Digital Media program and on February 21, City Hall will premiere “Laboring Sons,” which is a documentary Cary created about an almost-lost historic African-American cemetery in Frederick; and, the FCC Foundation Golf Tournament Committee is already making plans for the 22nd Annual Golf Tournament to be held on Friday, June 9 at Musket Ridge Golf Course Golf tournament. The Committee was featured in a recent Frederick News-Post article.

The Trustees were extended invitations to attend the following events: Education Day at the Victor Cullen Center on March 14, 2017, where speakers will address current and future FCC Scholars about the necessity for post-secondary education and training; the FCC Biotechnology Advisory Committee meeting on March 8, 2017 to hear curriculum and technology updates; and a Professional Development Workshop on Innovative Technologies in the Sciences on March 10, 2017. President Burmaster noted that faculty are providing opportunities for Trustees to participate in meetings and are planning for a whole week of activities, including classroom visits, next fall.

President Burmaster concluded her remarks by congratulating Trustee Wilson for receiving the Distinguished Leadership Award at the Dr. Martin Luther King, Jr. Birthday Observance and Awards Luncheon on January 28, which she also attended.

INFORMATION/DISCUSSION ITEMS

Student Advocacy Day – President Burmaster stated that on February 8, a group of FCC students and campus leaders traveled to the Maryland State House to advocate for community college funding as part of the annual Student Advocacy Day, sponsored by the Maryland Association of Community Colleges (MACC). In total, an estimated 400 Maryland community college students participated in the event. Community college students throughout the state were able to apply to be the student speaker at the rally. President Burmaster introduced FCC student Gloria George, who serves as the Phi Theta Kappa chapter president and is also a member of the CRU Club, and added that FCC is proud that Ms. George was chosen to be the student speaker.

Ms. George stated that she was accompanied by 11 other FCC students and that it was an honor and opportunity of a lifetime to hear from the state delegation. Ms. George then recited the speech titled “Affordable Education: An Investment in America’s Future” which she delivered on Student Advocacy Day:

*Good morning Legislative Movers and Shakers of Maryland and Fellow
Community College Students!*

*My name is Gloria George and I hail from the Academic Province of Frederick
Community College (FCC).*

*I am here today to share a little bit about my story and what attending
community college has done for me.*

*At age 5, I suffered from a stroke which caused paralysis over the entire left-
side of my body. Even with surgery one year later, doctors thought my odds of survival
were low, and that even if I did live, I would not be able to walk or talk again. However,*

here I am fifteen years later, speaking before you, Maryland's finest "movers and shakers!"

My parents never thought to set money aside for my college education, as they had no way of predicting the outcome of my procedure. However, I am beyond blessed for my mother's active-duty commitment to the Navy, because the G.I Bill she graciously passed down has allowed not only myself, but also my brother to attend college. Without the provision of my mom's G.I Bill, I would not be in college today.

While taking a "gap year" directly following high school graduation in 2014, I grew increasingly doubtful about my ability to succeed at college. At the time, "all things college" sent shivers down my spine, despite excelling in three courses as a dual-enrolled, high-school student. I was unsure of what a college could and would do for me, as I still have a processing disability from my stroke. Choosing the right college is a daunting task, especially considering the multiple programs competing for prospective students. FCC quickly became my first choice because it offers a top-notch education. I have enjoyed highly-engaged and competent faculty in small classes, much like a private college, but at a fraction of the cost. It was here I transformed from being intimidated by college into a successful and confident student, named President of two clubs! I encourage all prospective students to consider embarking on the journey of community college, especially those hesitant about continuing their education.

Today I speak not just for myself but on behalf of all community college students. Your investment in affordable community college-education, is an investment in America's future. Students like myself who cannot afford to attend a private college,

but are most successful with small classes and dedicated professors, need your help. Community colleges produce more than just “book smart” students, they produce students of life- students ready to carry their skills with them into the workforce. They exist to provide a “second chance” for some, a “continuation” for others, and the beginning of an inspiring journey for all students. Continued funding is important because college is a “launch pad” for many of today’s careers. Affordable education and funding for community colleges allows us (the students) to use our passion for learning to benefit our colleges, our communities, and our world!

Thank you for your investment in my future and for your enduring support to Maryland Community College Students.

The Trustees thanked Ms. George and commended her on her speech. Board Chair Whitworth stated that Ms. George represented us very well.

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

SGA President John-Paul LeGare then announced that another outcome of Student Advocacy Day is that SGA VP of Communications Stephen Lowe is organizing an event with Senator Michael Hough and Delegate Kathy Afzali. He added that they have been wanting to come to talk to students. The discussion will focus on ethics reform and it is being sponsored by the United Political Club. It will be held on February 22, 2017 from 7:00 to 8:30 p.m. in H105.

ACTION ITEMS

Approval of FY 2018 Proposed Operating Budget to be submitted to the County Executive – VP McDonald presented this item. Operating Revenue proposed for FY 2018 is \$52,851,777, which represents an increase of 3.23% and includes \$19,182,651 from tuition

and fees, \$9,854,577 in state funding, \$16,476,502 in county funding, and \$4,256,407 from other income. Despite a minimal increase in tuition, comprised of a 0.84% increase in in-county tuition rates, which equates to \$1 per credit, and a 1% increase to out-of-county and out-of-state per credit tuition rates, a decrease of \$113,986 in credit tuition is proposed. Even though student headcount at the College has increased, students are taking fewer credits which has resulted in a decline in tuition revenue so far in FY 2017.

An increase to the consolidated service fee from \$22.88/credit to \$24/credit is proposed and will result in an additional \$124,793 to cover increased software maintenance costs and deferred maintenance needs.

An increase to the student activity fee from \$2.24/credit to \$3.24/credit is proposed and will result in an additional \$95,982 to cover student transportation costs.

Overall, the total proposed increase to tuition and fees is \$106,789. All tuition and fees would be effective with the Fall 2017 semester.

The Governor's budget has included an increase of \$210,956 in funding in formula aid to the College. This represents a 2.19% increase to the FY 2017 budget, not including state retirement benefits. Additionally, the Governor has proposed a one-time supplemental grant to Community Colleges as an incentive to keep tuition increases under 2%. Details of how this incentive would be distributed have not yet been confirmed.

A request will be made to the Frederick County Executive for an additional \$1,100,000 in funding over last year. President Burmaster and VP McDonald will participate in a public hearing on the budget held by County Executive Jan Gardner on March 20, 2017.

Any increases in expenditures are contingent upon revenue projections.

Expenditures are currently projected to increase by \$1,655,943 or 3.23% over the FY 2017 budget and include a 2% cost of living adjustment for all employees for a total of \$685,867 and increases in the costs of employee benefits (including FICA) estimated at \$842,115. Due to the increase in the student activity fee and deferred maintenance needs, an increase in transfers has been proposed for a total of \$159,201. Transfers account for the transfer of student activity fees to a fund managed by the SGA, and for deferred maintenance funds transferred to a capital improvements account. All approved Base Budget Realignment Requests (BBRRs) have also been included in the proposed budget.

VP McDonald recommended approval of the FY 2018 Proposed Operating Budget for submission to County Executive Jan Gardner.

On a motion made by Trustee Diaz and seconded by Trustee Fearnow, the Board unanimously approved the FY 2018 Proposed Operating Budget for submission to County Executive Jan Gardner, as presented.

Approval of Piggyback Contract with T.J. Distributors, Inc. in the amount of \$208,122.68 for Gymnasium Bleachers Replacement; Center Court Curtain Divider; and Basketball Hoops Modifications Project; Piggyback of Baltimore Co. Public Schools Contract #MBU-510-12 for Inspection, Maintenance, Repair, and Installation of Bleachers and Stadium Seating and Howard County Public Schools Contract #043.12.B3 Gymnasium Equipment, Inspection, Maintenance and Repair Services – COO Wichser presented this item. The College solicited piggyback quotes from three vendors experienced in gymnasium seating and equipment services for the purpose of replacing the gymnasium bleachers,

providing and installing a center court curtain divider, and modifications to the basketball hoops in the Athletics Center.

Product specifications and project scope were created and forwarded to the three piggyback vendors. A pre-bid walkthrough of the work site was held. A quote was received from one vendor. T.J. Distributor's proposal was the responsive proposal and utilizes the Baltimore Co. Public Schools Contract #MBU-510-12, in the amount of \$158,559.73 for the Gymnasium Bleachers Replacement, and Howard Co. Public Schools Contract #043.12.B3 for the Basketball Hoop Modifications in the amount of \$18,512.50 and the Center Court Curtain in the amount of \$21,139.85, for a total proposed cost of \$198,212.08.

COO Wichser recommended approval of the use of Baltimore Co. Public Schools contract #MBU-510-12 and Howard Co. Public Schools contract #043.12.B3 to award a contract to T.J. Distributors, Inc. for the Gymnasium Bleachers Replacement; Center Court Curtain Divider; and Basketball Hoops Modifications project at a proposed cost of \$198,212.08, plus a 5% contingency of \$9,910.60 to cover any potential unforeseen or hidden conditions, at a total proposed project cost of \$208,122.68.

On a motion made by Trustee Lynch and seconded by Trustee Diaz, the Board unanimously approved the piggyback contract with T.J. Distributors, Inc., as presented.

Approval of Piggyback Contract with Weyer's Floor Service, Inc. in the amount of \$177,683.10 for Gymnasium Floor Replacement Project; Piggyback of NJPA Contract #082114-RB1 for Robbins Sports Surfaces & Dealers – COO Wichser presented this item. The College solicited piggyback quotes from three vendors experienced in

gymnasium floor services for the purpose of replacing the gymnasium floor in the Athletics Center.

Product specifications and project scope were created and forwarded to the three piggyback vendors. A pre-bid walkthrough of the work site was held. Quotes were received from three vendors. Upon review of required proposal documents, one vendor was deemed nonresponsive. The proposal from Weyer's Floor Service, Inc., in the amount of \$169,222.00, was the lowest responsive proposal and utilizes the NJPA contract #082114-RB1 for Robbins Sports Surfaces and Dealers.

COO Wichser recommended approval of the use of NJPA contract #082114-RB1 for Robbins Sports Surfaces & Dealers to award a contract to Weyer's Floor Service, Inc. for the Gym Floor Replacement in the Athletics Center project at a proposed cost of \$169,222.00, plus a 5% contingency of \$8,461.10 to cover any potential unforeseen or hidden conditions, at a total proposed project cost of \$177,683.10.

On a motion made by Trustee Diaz and seconded by Trustee Borden, the Board unanimously approved the piggyback contract with Weyer's Floor Service, Inc., as presented.

Approval of Sole Source Procurement with Laerdal Medical Corporation in the amount of \$51,918.82 for a SimMan Essential Manikin with Accessories, Instructor-Patient Monitor, Software, and Training – VP Hawkins presented this item. The Classic SimMan Manikin (a high fidelity manikin) which is used in the Nursing program Simulation Lab, was purchased in December of 2004 from Laerdal Medical Corporation. The SimMan Manikin has experienced malfunctioning issues since November of 2016. It is 12 years old, outmoded, and obsolete with no repair parts being available to make repairs

from the manufacturer (Laerdal). The College originally requested funding from The Maryland Clinical Simulation Resource Consortium (MCSRC) in November to cover the cost of replacing the SimMan Manikin. In January, MCSRC advised the College that we had not received funding. However, VP Hawkins stated that he received notification this morning that MCSRC conducted a second round for requests and FCC will receive funding to replace the SimMan Manikin.

VP Hawkins recommended that this item be tabled.

No action was taken.

Approval of Award Recommendation – RFP# 17-IE-01 Print & Mail Vendor for Frederick Community College Credit & Continuing Education/Workforce Development Course Schedules to Indiana Printing and Publishing – SA Boyd presented this item. The College requested bids from qualified companies to obtain the best pricing and quality of materials for printing and direct mail services of course schedules, and to secure transparent pricing on a sliding scale for varying quantities and page counts of six College publications.

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 cost proposals, it was determined that Indiana Printing and Publishing was the most qualified and would provide the best value for the College. The structure of the contract allows flexibility in total quantities printed for each publication, while still securing the best pricing.

SA Boyd recommended approval to award RFP# 17-IE-01 to Indiana Printing and Publishing.

On a motion made by Trustee Bufter and seconded by Trustee Lynch, the Board unanimously approved to award the contract for Print & Mail Vendor for Frederick Community College Credit & Continuing Education/Workforce Development Course Schedules to Indiana Printing and Publishing, as presented.

TRUSTEE COMMENTS

Trustee Borden announced that she attended the National Legislative Summit for ACCT over the weekend. She indicated that there are concerns about the future of Perkins and Pell Grants. Participants were encouraged to contact their congressional delegations to talk to them about the value of community colleges. She added that ACCT has resources to assist in these conversations, including pamphlets that explain how financial aid increases student completion.

Board Chair Whitworth commented that this issue will likely come up at the next ACCT Leadership Congress, which will be held in Las Vegas, Nevada September 25 through 28, 2017. The Board discussed how many Trustees should attend in consideration of the fiscal climate and decided on four attendees: the incoming Chair, incoming Vice Chair, new Trustee Tom Lynch, and Trustee Borden who serves on the ACCT Board of Directors.

ADJOURNMENT

The regular meeting adjourned at 8:09 p.m.

NEXT MEETING

The next regular meeting of the Board will be held on Wednesday, March 15, 2017 at 7:00 p.m. in the Chris T. Matthews Board Room (A201).

**Elizabeth Burmaster
Secretary/Treasurer**

**Prepared by Kari Melvin
Office of the President
Frederick Community College**