

**BOARD OF TRUSTEES
FREDERICK COMMUNITY COLLEGE**

**February 21, 2018
Regular Meeting**

The Board of Trustees of Frederick Community College met in regular session on Wednesday, February 21, 2018 in the Chris T. Matthews Board Room (A201). In attendance: David F. Bufter, Chair; 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 Jennifer Moxley; Evan Evans, Chair, College Senate; Julie Yagodich, Student Government Association President; Dana McDonald, Vice President (VP) for Fiscal Services/Auxiliaries; Dr. Wayne Barbour, VP for Learning Support; 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; Kathy Francis, Executive Director of Emergency Management Programs; 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.

APPROVAL OF MINUTES

The Chair called for approval of the minutes of the January 17, 2018 board conversation and regular meeting of the board.

On a motion made by Trustee Whitworth and seconded by Trustee Lynch, the Board unanimously approved the minutes, as presented.

PRESIDENT'S MONTHLY REPORT

President Burmaster commented on the wonderful discussion during the Board Conversation this evening and the opportunity to meet students from the music program and men's basketball team. 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. He began with CEWD, which is a semester behind in reporting due to enrollment throughout the term. For fall 2017, unduplicated headcount is up 0.5%, eligible FTE is up 5.1%, and ineligible FTE is up 4.7% as compared to fall 2016. For credit enrollment, spring 2018 unduplicated headcount is down 2.1%, eligible FTE is down 4.3%, and ineligible FTE is down 0.2% compared to spring 2017. J-Term 2018 is up in unduplicated headcount by 3.3% and ineligible FTE by 106.2%, and down by 5.6% in eligible FTE compared to J-Term 2017. SA Boyd noted that while unduplicated headcount for spring 2018 is down as of census date, FCC has robust late-start programs and the potential for more enrollment exists. President Burmaster noted that the trend in unduplicated headcount of more students taking fewer credits is continuing, with more students who work and are unable to attend full time. The College is analyzing recent data in enrollment trends, with the two biggest factors being the unemployment rate and local public school enrollment. Enrollment is expected to recover

and remain flat. Chair Bufter expressed appreciation to College staff for addressing the Board of Trustees annual strategic priority on enrollment by focusing on what we can control and the innovative way courses are being offered. Trustee Borden echoed his comment and noted that other community colleges in Maryland have experienced much steeper declines.

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 was the CIP Construction Projects Update. She distributed a page from the University System of Maryland Foundation annual report showing that FCC has \$13.7M in endowment assets under management as of June 30, 2017. She attributed the balance to the great work of the FCC Foundation, including Chair Bufter who previously served on the FCC Foundation Board of Directors and led a very successful endowment campaign. President Burmaster then announced that tickets are available for the Frederick Reads events, featuring internationally renowned chef, author, and humanitarian José Andrés. Board Vice Chair Whitworth noted the visit by Senator Chris Van Hollen earlier this month and commented that the presentation by FCC honors student Sabrina Williams and her original research on prisoner of war camps in Maryland during WWII was phenomenal. Trustee Diaz commented that the camps existed in Pennsylvania also.

INFORMATION/DISCUSSION ITEMS

Semiannual Update on Software Renewals – CIO McCormick presented this item. Software purchases approved by the Board of Trustees have annual renewal and/or maintenance fees built into the procurement. A fee list is provided for information on a semiannual basis.

A list of software renewals was provided for information in June 2017 which covered the period July 2017 through December 2017. The estimated software renewal costs for the second half of this fiscal year (January 2018 through June 2018) totals \$50,880.00 to Augusoft for the Lumens annual subscription fee.

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

Maryland Emergency Management Specialist Registered Apprenticeship Program – Kathy Francis, Executive Director of Emergency Programs, presented this item. The Mid-Atlantic Center for Emergency Management (MACEM) at FCC, in partnership with the Maryland Emergency Management Agency, Maryland colleges and universities with emergency management programs, and select host employers have created a new emergency management apprenticeship program. The MACEM serves as the program sponsor and leads the Maryland Emergency Management Registered Apprenticeship Advisory Committee.

The initial program was developed by the MACEM and supported by an Apprenticeship Innovation Grant from the Maryland Department of Labor, Licensing, and Regulation. The Registered Emergency Management Specialist Apprenticeship program is the first of its kind in Maryland, and only the second program in the nation. The three-year apprenticeship program includes 2,000 hours per year of on-the-job training, mentor support, 145 hours of college-level instruction, competencies assessment, and formal evaluations. The apprentices will complete 27 credit-hours in emergency management-related topics at FCC or one of the participating Maryland higher education institutions and receive a Maryland Emergency Management Registered Apprentice Certification.

The Registered Emergency Management Specialist Apprenticeship program benefits employees by providing them with the opportunity to earn an income and learn about the field of emergency management while gaining experience in the workplace. The program also benefits employers by allowing them to hire an emergency management-related position with a subsidized salary, and to develop an employee with organizational-specific knowledge with the potential to retain that apprentice as a permanent, highly trained employee. The program advances the emergency management profession ensuring a safer, more competent emergency management workforce, which leads to safer and more resilient communities.

Executive Director Francis shared charts illustrating personal effectiveness, academic, workplace, and work-site specific competencies and emergency management career pathways. A copy of the presentation is available from the President's Office.

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

Information Technology Suite Reconfiguration – COO Wichser presented this item. The FCC Facilities Master Plan 2012-2022 approved by the Board of Trustees on January 18, 2017 included a plan for Deferred Maintenance/Preventive Maintenance projects to address life safety and ADA compliance needs. Facilities Planning has been working with IT on a layout and reconfiguration of their space after the recent reorganization of the IT and Marketing teams. Some of the IT related functions are currently disconnected from their team due to the layout and arrangement of space. The Facilities Planning team has developed an initial plan to utilize existing systems furniture (cubicle workstations) to maximize space, more efficiently co-locate team members, and provide better workflow

solutions. The final layout was reviewed with Senior Leadership and approved in early February 2018.

A project scope was developed by the Facilities Planning team, with review and input from the Chief Information Officer and other key IT staff, for renovations to the IT suite, along with budget estimates and a timeline for completion. The reconfiguration includes table and chairs, patch and paint, new cubicles, removal of old cubicles, work benches, millwork, carpet, data and electrical. The project total budget is \$59,027.10, including a 10% contingency, and is scheduled to be completed by June 30, 2018. While the total project is over \$25,000, each line item is under that amount. Funds for are available in the operating and capital improvement program budgets.

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

ACTION ITEMS

Approval of FY 2019 Proposed Operating Budget to be submitted to the County Executive – VP McDonald presented this item. Operating Revenue proposed for FY 2019 is \$54,814,954, which represents an increase of 3.94% and includes \$19,466,902 from tuition and fees, \$10,380,284 in state funding, \$17,376,502 in county funding, and \$4,433,703 from other income. In keeping with the goal to keep college affordable for FCC students, the College proposes to keep the tuition increase minimal. An increase of \$2/credit for in-county tuition is proposed, which will increase in-county tuition from \$120/credit to \$122/credit. Also proposed is an increase of 1.67% to out-of-county per credit tuition rates and an increase of 1.67% to out-of-state per credit tuition rates.

An increase to the consolidated service fee from \$24.00/credit to \$24.40/credit is proposed. This will result in an additional \$44,661 to cover increased IT software

maintenance costs. No increase to the student activity fee is proposed. It will remain at \$3.24/credit for the first ten credits.

Overall, the total proposed increase to tuition and fees is \$284,251. All tuition and fees would be effective with the fall 2018 semester.

The Governor's budget has included an increase of \$447,243 in funding in formula aid to the College. This represents a 4.54% increase to the FY 2018 budget. Additionally, the Governor has proposed a supplemental grant to community colleges as an incentive to keep tuition increases under 2%. This is currently estimated to be \$84,847 and is slightly less than the supplemental grant provided in FY 2018.

A request will be made to the Frederick County Executive for an additional \$1,300,000 in funding over last year. This represents an 8.09% increase to the FY 2018 budget, not including in-kind contributions.

Any increases in expenditures are contingent upon revenue projections. Expenditures are currently projected to increase by \$2,078,391 or 3.94% over the FY 2018 budget and include a step increase for regular employees and a cost of living adjustment for all other employees for a total of \$1,280,082. An increase in the College share of the cost of all employee benefits (excluding FICA) has been estimated at \$390,723. Other increases are due to inflationary adjustments in areas such as utilities, fuel, software, travel, and insurance costs, as well as the anticipation of the cost impact of the Healthy Working Families Act. The costs associated with absorbing the cybersecurity program as a result of the end of the grant funds is also included.

Trustee Borden asked when FCC might have an idea of where the County is in funding. Education Liaison Spiegel stated that County Executive Jan Gardner will release

her budget on April 12, 2018. President Burmaster and VP McDonald will participate in a public hearing on the budget held by County Executive Gardner in March. The Maryland Department of Labor, Licensing, and Regulation has not yet released guidance on the implementation of the Healthy Working Families Act. President Burmaster noted that the College is manually keeping the data for anyone who might be eligible and she thanked Interim EVP Urban for his help in creating a spreadsheet to track calculations for approximately 450 adjunct and more than 1,000 part-time variable schedule employees.

VP McDonald recommended approval of the FY 2019 Proposed Operating Budget for submission to County Executive Jan Gardner.

On a motion made by Trustee Whitworth and seconded by Trustee Molesworth, the Board unanimously approved the FY 2019 Proposed Operating Budget for submission to County Executive Jan Gardner, as presented.

Approval of Copyright Policy and Procedures – Provost/VP Hawkins presented this item. The Copyright Policy and Procedures addresses copyright compliance under the requirements of copyright law, including obtaining required permissions, copyright violation notifications, and complying with College guidelines regarding the legal use of copyrighted materials. General exceptions to obtaining copyright permission such as works in the public domain, under the “fair use” doctrine, granted Creative Commons permission, Section 110 of the Copyright Law, and digital materials under the TEACH Act are identified. The Copyright Policy and Procedures makes use of the College Copyright Documentation Form for archiving permission received by users of copyrighted material and a link to information, resources, and training is also provided. The Director of Library Services is identified as the Copyright Compliance Officer.

Provost/VP Hawkins recommended approval of the Copyright Policy and Procedures, as presented.

Trustee Borden stated that the Policy and Procedures is well written. Provost/VP Hawkins acknowledged Dr. Kelly Trigger and her staff for their work on the document.

On a motion made by Trustee Lynch and seconded by Trustee Diaz, the Board unanimously approved the Copyright Policy and Procedures, as presented.

Repeal of Policy and Procedure Replaced by Copyright Policy and Procedures: Policy 6.29 and Procedure 6.29 – Provost/VP Hawkins presented this item. The following policy and procedure have been replaced with the adoption of the new Copyright Policy and Procedures: Policy 6.29 – Copyright Compliance and Procedure 6.29 – Copyright Compliance.

Provost/VP Hawkins recommended repeal of this policy and this procedure.

On a motion made by Trustee Lynch and seconded by Trustee Diaz, the Board unanimously approved the repeal of Policy 6.29 and Procedure 6.29.

Approval of Award Recommendation – RFP #18-FS-01, Evaluation Services for Grant Funded Programs to American Institutes for Research, CNA, Hezel Associates LLC, JBS International, Urban Institute, and Westat – VP McDonald presented this item. The College recently solicited proposals from firms interested in providing Evaluation Services for Grant Funded Programs. Because the total volume of future work cannot be pre-determined, this solicitation is an IDIQ (indefinite delivery/indefinite quantity). At this time, multiple non-monetary awards are being recommended as the result of this invitation to RFP.

The College anticipates applying for and receiving future grant awards which may require third-party evaluation services. In order to respond to these grant opportunities in a timely manner, the College desires to establish a short list of qualified contractors to provide independent evaluation services on an as-needed basis. The objective of this RFP is to create a short list of qualified evaluators, which will remain in place for two years from the date of award. Prior to commencement of work on any new grant project, one or more awarded firms may be asked to submit project-specific plans, including proposed budgets, to be completed at no cost to FCC.

Through a competitive evaluation process, six evaluators were determined to be qualified. When specific opportunities arise, the College intends to issue a Request for Quote to all qualified evaluators. The evaluator with the most responsive quote will be selected. When contracts are awarded in the amount of \$25,000.00 or more, it is proposed that the awards be presented to the Board of Trustees for information.

A formal RFP was advertised on eMaryland Marketplace and posted to the College Bid Board. A pre-proposal conference was held to review the project scope of work and address questions. Seven agencies attended the pre-proposal conference. An addendum to the proposal was posted on the College Bid Board. Proposals were received from 11 agencies. However, three proposals were deemed non-responsive. The proposals were evaluated for technical merit and the six firms that scored 90% or higher on their technical proposal were evaluated for cost. All six firms scored in the reasonable price range with hourly rates from \$118.00 to \$155.09. The organizations that qualified to be short-listed are the American Institutes for Research, CNA, Hezel Associates LLC, JBS International, Urban Institute, and Westat.

VP McDonald recommended approval to award RFP #18-FS-01 for Evaluation Services for Grant Funded Programs to the following six qualified evaluators: American Institutes for Research, CNA, Hezel Associates LLC, JBS International, Urban Institute, and Westat. When awarded, there will be no guarantee of a specific amount of business or income.

Questions were raised by Trustee Lynch regarding the process of engaging an evaluator. College staff and Trustee Borden clarified that when a grant award opportunity becomes available, the College will request quotes and availability based on the technical expertise needed. A task order will then be awarded based on the best fit and the evaluator will be engaged to help with the proposal with no guarantee of funding. The College will enter into a standard agreement with each evaluator laying out the terms and conditions with no guarantee of scope of work or funding. The request to short-list these evaluators is due to time constraints associated with applying for grants.

The recommendation of administration was that contracts to evaluators in the amount of \$25,000 or more be presented to the Board of Trustees for information. After much discussion, Board Chair Bufter made a recommendation that awards in excess of \$25,000 be brought back to the Board of Trustees for approval. It was clarified that awards will be paid from the grant and do not come from operational funds.

On a motion made by Trustee Lynch and seconded by Trustee Diaz, the Board unanimously approved to award RFP #18-FS-01 for Evaluation Services for Grant Funded Programs to American Institutes for Research, CNA, Hezel Associates LLC, JBS International, Urban Institute, and Westat, with no guarantee of a specific amount of business or income, and any awards over \$25,000 will require approval by the Board of Trustees.

Approval of Award Recommendation – RFB #18-IT-01, Audio Visual (AV)

Equipment, Student Center, Building H to Severn Integrated Systems in the amount of

\$98,499.00 – CIO McCormick presented this item. The College recently solicited bids from agencies interested in providing AV Equipment for the College Student Center, Building H. The objective of the RFB is to procure and install AV equipment that will replace outdated classroom technology and update FCC classrooms with innovative technology to support instruction. The completion date for the installation of the equipment is June 30, 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. Twelve agencies attended the pre-bid conference. An addendum to the RFB was posted on the College Bid Board. Bid package proposals were received from seven agencies. However, three bids were deemed non-responsive. Severn Integrated Systems was the low responsive bidder with a total bid price of \$98,499.00. Funds for the proposed award amount are available in the CIP Budget, 85-800004-8000004.

CIO McCormick recommended approval to award RFB #18-IT-01 for AV Equipment, Student Center, Building H to Severn Integrated Systems in the amount of \$98,499.00.

On a motion made by Trustee Whitworth and seconded by Trustee Diaz, the Board unanimously approved to award the contract for AV Equipment for the Student Center, Building H to Severn Integrated Systems in the amount of \$98,499.00.

TRUSTEE COMMENTS

Trustee Diaz announced that he has been selected to be one of the proctors for the Frederick News-Post History Bee, being held this Friday at FCC.

ADJOURNMENT

The regular meeting adjourned at 8:05 p.m.

NEXT MEETING

The next regular meeting of the Board will be held on Wednesday, March 21, 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