

**BOARD OF TRUSTEES  
FREDERICK COMMUNITY COLLEGE**

**January 17, 2018  
Regular Meeting**

The Board of Trustees of Frederick Community College met in regular session on Wednesday, January 17, 2018 in the Chris T. Matthews Board Room (A201). In attendance: Trustees 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; Jack Jenkins, Chair, Support Personnel Association; Administrative Staff Association Executive Committee member Britney Carter; Evan Evans, Chair, College Senate; Julie Yagodich, Student Government Association President; 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); Patricia Meyer, Executive Director of Workforce Training; Dr. Kenneth Urban, Interim Executive Vice President for Finance and Human Resources; Stephanie Hurd, Business Development Manager; Patricia Hoyt, Director for Fiscal Services; John Anzinger, Director of Facilities Planning; Dr. Renee Davis, Academic Program Manager, Career Programs; Dr. Alanka Brown, Associate Vice President (AVP)/Dean of Career Programs; Laura Mears, AVP for Enrollment Services; 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. She commented on the great conversation with the honors students and alumni during the board conversation just prior to the meeting, stating that they are wonderful students with dynamic stories to tell. The Vice Chair then recognized the Affinity Group representatives and others present.

## **APPROVAL OF MINUTES**

The Vice Chair called for approval of the minutes of the November 15, 2017 board conversation and regular meeting of the board.

*On a motion made by Trustee Borden and seconded by Trustee Diaz, the Board unanimously approved the minutes, as presented.*

## **PRESIDENT'S MONTHLY REPORT**

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 the two new scholarship opportunities at FCC for graduating FCPS high school seniors. The FCC Merit Scholarship is a two-year scholarship awarded to one graduating senior from each FCPS high school. It is valued at up to \$8,800 (\$2,200 per semester for two years). The student must maintain a 3.0 cumulative GPA at FCC to be eligible for the second year award. The Post-Dual Enrollment Scholarship is a one-year scholarship awarded to one graduating senior from each FCPS high school who participated in the FCC dual enrollment program (high school based or open campus). It is valued at up to \$4,400 (\$2,200 per semester). Each FCPS high school principal may select a student who meets the required criteria for each

**scholarship. Guidance counselors are encouraged to forward nominees to their respective principal. These scholarships were made possible by the generous donations to the FCC Foundation, Inc. and through the innovative work of the FCC Office of Institutional Advancement staff. President Burmaster added that a total of \$342,283.34 has been awarded by the FCC Foundation through scholarships and program support for FCC students for FY 2018 to-date (July 1 through December 31, 2017).**

**President Burmaster then announced the recent approval of a Registered Apprenticeship program that the Mid-Atlantic Center for Emergency Management (MACEM) developed in partnership with the Maryland Department of Labor, Licensing, and Regulation Apprenticeship and Training Program. The apprenticeship program is the first-of-its kind in Maryland and will fill a gap in the state's emergency management workforce and provide employers with a trained pool of potential employees. Kathy Francis, Executive Director of Emergency Management Programs, will present to the Board at the February 21 Board meeting on this exciting initiative.**

**President Burmaster commented on the success of the FCC men's and women's basketball teams. She also announced the upcoming sessions of FCC Night for High School Seniors on January 18 and February 20. She then commented on the meetings held with the County for the College Capital Improvements Program and thanked Education Liaison Spiegel for her assistance through the process. President Burmaster stated that Spring Convocation will be held on January 25, with a luncheon for Emeritus and Distinguished Status recipients just prior. She closed by reading a note from former Trustee Roger Wilson to the Board, in which he expressed his gratitude to all.**

## **INFORMATION/DISCUSSION ITEMS**

### **CEWD Contract Training Review – Patricia Meyer, Executive Director of**

**Workforce Training, and Stephanie Hurd, Business Development Manager, presented this item. They detailed the report which provided a summary of CEWD Contract Training for FY 2017 and a mid-year snapshot of FY 2018. FY2017 Contract Training registrations, revenue, number of clients, and number classes all increased over FY16 numbers, with the greatest increases seen in registrations and revenue, meeting a team goal of increased revenue and enrollment in CEWD programming. Subset data was provided for Business Solutions, which was renamed from Customized Training in July 2015. From FY 2015 to FY 2017, Business Solutions registrations grew from 350 to 1,744; revenue from \$63,212.65 to \$155,258.53; and number of contract classes from 36 to 85. Business Solutions experienced 130% revenue growth from FY 2016 to FY 2017. For FY 2018 to-date, contract training total enrollment is at 1,297, with revenue of \$137,375 and 101 contract classes. At the mid-year point, Business Solutions has currently delivered or scheduled 60% of its FY 2018 revenue goal of \$184,000. Ms. Hurd detailed current opportunities in process. 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 for the Period Ending December 31, 2017 – Patricia**

**Hoyt, Director of Fiscal Services, presented this item. She went through the report in detail 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.*

### **Single Audit Report for the Period Ending June 30, 2017 – Director Hoyt presented**

**this item. The Single Audit is conducted to ensure that the College has complied with the types of compliance requirements that are applicable to each of its major federal programs**

for the year ended June 30, 2017. She stated the auditor's opinion is that Frederick Community College complied, in all material respects, with the requirements that are applicable to each of its major federal programs for the year ended June 30, 2017.

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

**FY 2019 Budget Update** – President Burmaster presented this item. She overviewed the budget development process and detailed the priorities in creating the FY 2019 Operating Budget. Included in the preliminary plan is a step increase to all regular employees and a COLA increase to all other employees; utilizing existing resources through reallocation; and an increase to in-county tuition by \$2/credit and out-of-county/out-of-state tuition by 1.67%. Funding from Frederick County and the state of Maryland will not be known until much later in the process. The proposed FY 2019 Operating Budget will be presented for approval at the February 21, 2018 Board meeting. If approved, it will be submitted to the County Executive, who will develop and submit her proposed budget to the County Council. The President and Vice President for Fiscal Services and Auxiliaries will participate in the public hearing with the County Executive in March and will also participate in a public hearing with the County Council in April in order to support the budget request for the College. The final FY 2019 Operating Budget will be presented to the Board of Trustees in May 2018 and, if approved, submitted to the County Council for its approval prior to June 30, 2018.

President Burmaster thanked Senate Chair Evans and Faculty Association Chair Coldren for their leadership in engaging their membership in proposals related to compensation. She also thanked all of the senior leaders and budget managers for assessing, reallocating, and prioritizing.

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

**Update on Jefferson Hall Remodel – John Anzinger, Director of Facilities Planning,** presented this item. He distributed a handout to the Trustees detailing the project description and status, along with schematics of the floor plans and exterior and interior designs. The goal of the project is to consolidate Learning Support services to create a better student experience and a more efficient and cost effective Enrollment Services Center for current and prospective students. AVP for Enrollment Services Laura Mears overviewed the tiered floor design plan with initial five to 15-minute student services on the first floor, services that take a longer conversation such as degree and career planning on the second floor, and federal student aid services on the third floor.

The building will be vacated for renovation. A swing space plan is being developed to relocate teams and functions without impacting the student experience. Construction is expected to commence in July 2018.

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

**Prior Learning Assessment Program – Dr. Alanka Brown, AVP/Dean of Career Programs** explained the development of the Prior Learning Assessment (PLA) Program. A task force composed of a cross section of faculty and staff worked over the past year to create a PLA Program that complies with the Code of Maryland Regulations and aligns with the overall purpose to reduce the cost and time it takes a student to earn a degree or credential. Dr. Renee Davis, Academic Program Manager, Career Programs presented the PLA Handbook and detailed the seven pathways to earn credits for prior learning: portfolio assessment, institutional departmental exams, certificate and licensure evaluation,

**credit by examination, American Council on Education, National College Credit Recommendation Service, and military training and service.**

**The programs eligible for portfolio development and assessment are accounting, building trades, business, computer aided design, construction management, early childhood, emergency management, healthcare (administration), hospitality/culinary/tourism, human services, information technology, and personal trainer.**

**Students are assessed 50% of the current tuition for any credits awarded for the portfolio development and assessment and the institutional departmental exam pathways. FCC does not assess any fees or tuition for the other PLA pathways.**

**To be eligible to earn prior learning credit, the student must be a student at FCC and must declare a major in a degree or certificate program. Students may earn up to 75% of the credits required for a program of study through all PLA pathways and must earn at least 25% of the credits at FCC. Financial aid may not be used to pay for PLA pathways, with the exception of the Prior Learning Assessment Course (PLAC 101) if it is listed as an elective for the certificate or degree program the student is enrolled in and the student has not exhausted the program's free elective requirements.**

**Faculty Advisors must successfully complete Faculty Assessor training to be eligible to assess and be compensated for evaluating student portfolios. Certified Faculty Advisors will be awarded a \$125.00 stipend per student portfolio evaluation. Faculty Advisors who develop and score any departmental exam will also receive compensation in the amount of \$125.00. Faculty Advisors will not receive any additional compensation for evaluation of student certificates or licensures.**

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

### **ACTION ITEMS**

**Approval of FY 2019 Sabbatical Requests** – VP Hawkins presented this item. For FY 2019, a total of four applications for sabbatical leave were received for consideration. A committee made of department chairs and the AVPs of Academic Affairs was convened to review the merits of each proposal. As a result of that meeting, four applications for sabbatical leave met the criteria established and were recommended to the Senior Leadership Team.

The recommended applicants are Natasha Cleveland, Science – half year (full pay); Gregory Coldren, Ph.D., Mathematics – half year (full pay); Larry Huff, Mathematics – half year (full pay); and Dina Yagodich, Mathematics – half year (full pay). The cost to cover a half-year sabbatical applicant's teaching assignment for FY 2019 is \$13,112 per applicant (based on an adjunct rate of \$812 per credit and 7.65% FICA). Taken together, the cost to cover the four, half-year sabbaticals is \$52,448.

VP Hawkins recommended Board approval of the FY 2019 Sabbatical Requests.

*On a motion made by Trustee Molesworth and seconded by Trustee Lynch, the Board unanimously approved the FY 2019 Sabbatical Requests, as presented.*

### **TRUSTEE COMMENTS**

Trustee Molesworth commented that the presentations were impressive this evening. Trustee Lynch added that he enjoyed the honors program discussion during the board conversation just prior to the regular meeting and found it inspiring. Trustee Diaz announced that he will teach a course with the Institute for Learning in Retirement in June on mathematics for 55+ and he encouraged the other Trustees to share their expertise.



**ADJOURNMENT**

*The regular meeting adjourned at 8:14 p.m.*

**NEXT MEETING**

**The next regular meeting of the Board will be held on Wednesday, February 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**