

**BOARD OF TRUSTEES
FREDERICK COMMUNITY COLLEGE**

**June 21, 2017
Regular Meeting**

The Board of Trustees of Frederick Community College met in regular session on Wednesday, June 21, 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 Wilson. Also in attendance: President Elizabeth Burmaster, Secretary/Treasurer of the Board; Kari Melvin, Recording Secretary; Dr. Gregory Coldren, incoming Chair, Faculty Association; Jack Jenkins, Chair, Support Personnel Association; Britney Carter, representing the Administrative Staff Association; Evan Evans, incoming Chair, College Senate; Julie Yagodich, incoming Student Government Association President; Dana McDonald, Vice President (VP) for Finance and Human Resources; David Croghan, VP for Continuing Education and Workforce Development; 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); William Grutzkuhn, Associate Vice President (AVP) for Fiscal Services; Laura Mears, AVP for Enrollment Services; Patricia Meyer, Executive Director of Workforce Training; Dr. Kathi Groover, Program Manager, Business & Technology; Deborah Powell, Executive Director, Office of Institutional Advancement; 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 commented on the great discussion that occurred during the Board Conversation regarding student success stories and their transformative experiences. She thanked all who participated.

Chair Whitworth then recognized the Affinity Group representatives and others present.

APPROVAL OF MINUTES

The Chair called for approval of the minutes of the May 17, 2017 board conversation and regular meeting of the board.

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

PUBLIC PRESENTATIONS

Reading of Resolution for Trustee Fearnow – Board Chair Whitworth stated that this is the last Board meeting for Trustee Gary V. Fearnow as his term ends on June 30, 2017. She presented Trustee Fearnow with a signed “Resolution of Appreciation” and read the following text of the resolution into the record:

Whereas, Frederick Community College has greatly benefited from the dedicated service of Gary V. Fearnow as Trustee of Frederick Community College, and

Whereas, he has championed the College’s interests and needs consistently and effectively before Frederick County officials, members of the Frederick County Delegation and other State and local officials, and

Whereas, he has served as a member of the Board of Trustees of Frederick Community College, evidencing the esteem with which he is regarded by his fellow Trustees, and

Whereas, he has attended and participated in numerous College activities, County events and State meetings, representing the College with enthusiasm and effectiveness.

Now, therefore, be it resolved, that the Board of Trustees, Administration, Faculty, Staff, and Students of Frederick Community College express sincere gratitude to Gary V. Fearnow for his distinguished service, loyal advocacy and considerable endeavors on behalf of the College and its students, and be it further

Resolved, that all those associated with Frederick Community College extend wishes for continued health, happiness, and a long-lasting relationship with Frederick Community College.

The resolution was signed by Myrna R. Whitworth, Chair, Board of Trustees, and Elizabeth Burmaster, President.

President Burmaster then presented a Governor's Citation issued to Gary V. Fearnow from Governor Hogan on behalf of the State of Maryland. She also presented Trustee Fearnow with a crystal trophy in recognition of his years of service.

Trustee Fearnow thanked everyone and remarked that his time as a Trustee has been a wonderful and positive experience.

Youth Apprenticeship Program – Trustee Diaz provided background information on the Governor's Youth Apprenticeship Advisory Committee, on which he serves. A video was shown highlighting apprenticeships for a Linganore High School student at Frederick

Memorial Hospital, a Brunswick High School student at Insul-Tech, Inc., and a Linganore High School student at Phoenix Mecano.

PRESIDENT'S MONTHLY REPORT

President Burmaster gave highlights from her written report, which the Board members received in their meeting packets. Also included in the President's written report was the CIP Construction Projects Update. She noted the article in the June issue of Frederick Magazine featuring Jeanni Winston-Muir, the Tenth Annual FCPS Future Link STEM Career Conference that occurred on May 23, and the upcoming reception on June 25 to dedicate the Learning Commons as the Bess & Frank Gladhill Learning Commons.

President Burmaster then thanked outgoing Board Chair Whitworth for her two years of dedication as Chair and presented her with a gift of pottery. Trustee Whitworth stated that serving as a Trustee is the best job she has ever had, adding that FCC is a special place dear to her heart. She commented on the cohesive progress made the last couple of years.

INFORMATION/DISCUSSION ITEMS

America's Promise Grant Update – Patricia Meyer, Executive Director of Workforce Training, and Dr. Kathi Groover, CEWD Business & Technology Program Manager, presented this item. Executive Director Meyer first thanked VP Croghan and Pamela Dubitsky, Assistant Director of Grants Management, for their guidance on this grant. She then overviewed the work that has occurred so far. The America's Promise Job-Driven grant program is an initiative of the U.S. Department of Labor Employment and Training Administration. FCC is part of the Capital Region Collaborative: Jobs in Technical Careers, a four-year partnership with Montgomery College and Prince George's Community College. Montgomery College is the lead institution and FCC and Prince

George's Community College are sub-grantees. The grant allows the colleges to offer intensive short-term training aimed at providing a pipeline of skilled IT employees for regional companies and helping both employers and employees thrive in the global economy. The collaboration with Montgomery College and Prince George's Community College also allows for the expansion of the regional workforce partnership and increases employer engagement.

The amount of the award to FCC was \$918,000.00. Programming for Tech Connect began in July and the employer base was engaged in assisting with the development. The audience for this program includes veterans of the Armed Services, unemployed and underemployed workers, adults with college experience, and individuals who work in or have prior experience in information technology. An assessment is conducted up front for viable candidates. The grant includes funding for a full-time instructional specialist and part time adjuncts over four years, and over \$100,000 for internships or stipends as well. Tech Connect provides tuition and is supported by Frederick County Workforce Services and local employers. Partners provide wraparound services, career guidance, workplace experiences, and job placement support for all participants. During the four years, FCC is tasked with serving 315 participants. A minimum of 246 must enroll and 188 must complete the program, with 123 obtaining industry credentials.

Dr. Groover then discussed the partners, programs, and activities over the last five months. Partners include Frederick County Workforce Services, City of Frederick Economic Development, and Tech Frederick. The employer network includes En-Net Services, Daly Computers, and Village Works, and is being expanded. Wells Fargo, Integrity Consulting Solutions, and Centurion Consulting Group were contacted for

curriculum development, outreach, instruction, internship, and mentoring opportunities.

FCC partners include the Veteran Services Office and the Office of Adult Services.

Members of the FCC Computing & Business Technology department have been engaged as subject matter experts for resource support and IT. The four tracks of the program are Network Engineering, IT User Support Specialist, Healthcare IT Technician, and Web Programmer. A key component is the acquisition of an industry credential or the ability to demonstrate a portfolio of work to employers. Activities include scheduled grant partner meetings every two months in order to maintain engagement with partners and provide progress updates to Montgomery College on outcomes and objectives. Grant-funded staffing includes an Instructional Specialist, Instructional Designer, and lab support. The search is underway for an Instructional Specialist and an Instructional Designer who has a PhD in instructional design has been hired. Curriculum review was conducted earlier this year with four meetings for each of the four tracks. Proposed learning outcomes were reviewed and outcomes that employers felt were needed were added. CEWD worked with FCC Marketing on branding, outreach activities, and a press release. There were 52 attendees at the information session. The first training track, Network Engineering, will begin on July 6 and the hope is to fill all 12 seats. Interviews were conducted today.

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

Semiannual Update on Software Renewals – VP McDonald presented this item.

Software purchases approved by the Board of Trustees have annual renewal and/or maintenance fees built into the procurement. A list of these fees is provided for information on a semiannual basis so that the Board of Trustees is made aware of these expenditures.

A list of software renewals was provided for information in November 2016 which covered the period January 2017 through June 2017. The estimated software renewal costs for the first half of the next fiscal year (July 2017 through December 2017) totals \$419,939.39 and includes: \$58,263.62 to Bell Industries for Microsoft Campus Agreement; \$198,548.00 to Blackboard for Learning Management System; \$31,090.00 to CollegeNET for 25Live Room Scheduling; \$41,266.17 to Dell for VMWare Software Renewal; \$64,948.16 to Daly for Palo Alto Firewall; and, \$25,823.44 to Digital Information for Adobe Software Renewal.

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

FY 2018 Board Conversation Recommendations – The Board of Trustees discussed possible topics for the discussions that occur during the 6:00 to 7:00 p.m. hour, prior to the regular board meeting, for FY 2018. The following topics were identified for the meeting dates indicated: Adult Education/English as a Second Language for August 16, 2017; Frederick County Public Schools Joint Meeting on Dual Enrollment for September 13, 2017; Monroe Center Grand Opening and Ribbon Cutting for October 18, 2017; Strategic Advisory Team (SAT) Workgroup Updates for November 15, 2017; IT Strategic Plan and Software Updates for January 17, 2018; Sabbaticals for February 21, 2018; Open Educational Resources for March 21, 2018; Facilities Plan/Capital Projects Update for April 18, 2018; SAT Progress Reports for May 16, 2018; and, Legislative Delegation Tour of the Monroe Center for June 20, 2018. Another possible topic discussed was the Institute for Learning in Retirement.

Due to the grand opening and ribbon cutting for the Monroe Center on October 18, 2017, the Association of Community College Trustees Leadership Congress debrief and a presentation on credentialing will occur during the regular meeting.

ACTION ITEMS

Board Nominating Report and Election of Board Officers – The Board Nominating Committee, comprised of Trustees Borden and Wilson, submitted the following slate of officers for the FCC Board of Trustees for FY 2018: David F. Bufter, Chair, and Myrna R. Whitworth, Vice Chair. The Nominating Committee members contacted the nominees and each expressed a willingness to serve in these positions, if elected. Board Chair Whitworth turned the meeting over to President Burmaster to conduct the election of Board members for the office of Chair and Vice-Chair for FY 2018. President Burmaster asked if there were additional nominations from the floor. There being none, she declared that nominations were closed and called for a motion.

On a motion made by Trustee Diaz and seconded by Trustee Lynch, the Board unanimously elected David F. Bufter as Chair and Myrna R. Whitworth as Vice Chair of the Board of Trustees of Frederick Community College for FY 2018.

Approval of Records Retention Policy and Procedures – VP McDonald Presented this item. The Records Retention Policy and Procedures outlines how the College will comply with requirements under the Maryland Annotated Code and Code of Maryland Regulations. It includes the establishment and regular review of records retention and disposal schedules. All records created or received by the College will be on an approved records retention and disposal schedule. The records retention program will be managed by the VP for Finance and Human Resources. In accordance with this Policy and

Procedures, schedules have been submitted to the State Archivist for approval. The disposal of records in accordance with the records retention and disposal schedules will occur upon approval of the schedules by the State Archivist.

VP McDonald recommended approval of the Records Retention Policy and Procedures, as presented.

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

Approval of Intellectual Property Policy and Procedures – VP Hawkins Presented this item. This Policy and Procedures establishes guidelines for all members of the College community while performing official College tasks to ensure that FCC complies with laws governing patents, copyrights, trademarks, and other intellectual property rights. The College seeks to achieve a fair balance between the rights of Creators who are employees and independent contractors, and the rights of the College related to intellectual property developed using its resources. This Policy and Procedures addresses the intellectual property rights of faculty and staff who create new works, which can range from writing a book or an article to creating a new course, marketing publications, or educational materials. It encourages creativity and innovation among faculty and staff, while delineating the intellectual property rights vested in the creators of original work and the College. It also addresses the use of Creative Commons copyright that supports teaching and learning.

VP Hawkins recommended approval of the Intellectual Property Policy and Procedures, as presented.

On a motion made by Trustee Wilson and seconded by Trustee Bufter, the Board unanimously approved the Intellectual Property Policy and Procedures, as presented.

Repeal of Policy and Procedure Replaced by Intellectual Property Policy and Procedures: Policy 4.16 and Procedure 4.16 – VP Hawkins presented this item. The following policy and procedure have been replaced with the adoption of the new Intellectual Property Policy and Procedures: Policy 4.16 – Intellectual Property and Procedure 4.16 – Intellectual Property.

VP Hawkins recommended repeal of this policy and this procedure.

On a motion made by Trustee Diaz and seconded by Trustee Wilson, the Board unanimously approved the repeal of Policy 4.16 and Procedure 4.16.

Approval of Award Recommendation – RFP# 17-IT-02 Fiber Installation and Conduit Repair to Skyline Technologies Solutions in the amount of \$34,060.00 – SA Boyd presented this item. Proposals were requested to obtain the lowest cost for fiber installation and conduit repair for the College.

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 Skyline Technologies Solutions was the most qualified and would provide the best value for the College.

The proposed award amount will be funded from the College approved CIP budget and charged to Technology Projects (Account 85-800125-8000300).

SA Boyd recommended approval to award RFP #17-IT-02 to Skyline Technologies Solutions in the amount of \$34,060.00.

On a motion made by Trustee Bufter and seconded by Trustee Wilson, the Board unanimously approved to award the contract for fiber installation and conduit repair to Skyline Technologies Solutions, as presented.

Approval of Piggyback Contract with Dell in the amount of \$202,885.87; Piggyback of the Maryland Education Enterprise Consortium (MEEC) Contract #UB-12-B-19-D6 for All-in-One Desktops, Tower computers, Monitors and VGA adapters – SA Boyd presented this item. The scheduled College desktop computer replacement plan provides for the replacement of 214 PCs, 28 monitors and 28 VGA adapters. Quotes were obtained on two different contracts. It was determined that the quote from Dell provides the lowest cost for the College. The cost required for the Monroe portion of this purchase is \$74,770.51 and funds are available in the CIP Budget, 85-800125-800030. The cost of the main campus classroom portion of this purchase is \$128,115.36 and funds are available in the operating budget.

SA Boyd recommended approval of the use of the Maryland Education Enterprise Consortium Contract #UB-12-B-19-D6 for this purchase in the amount of \$202,885.87.

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

Approval of Monroe Center Renovation Project Proposed Change Order (PCO) #30 in the amount of \$54,655.00 – COO Wichser presented this item. Warner Construction, the contractor for this project, submitted proposed change order (PCO) #30 for an unforeseen condition. The work includes demolition of abandoned HVAC equipment on roof/roof repairs based on CFD 14; removal of abandoned HVAC equipment on roof; addition of two roof drains and re-working one existing drain; fixing metal wall panels; capping

existing HVAC curbs in lieu of patching detail shown on contract documents; removal of abandoned gas piping, rooftop units, dryer vent and exhaust fan; and providing labels on existing rooftop equipment similar to the requirements for new equipment. Funding for this PCO is available in the project contingency budget.

COO Wichser recommended approval of PCO #30 in the amount of \$54,655.00.

On a motion made by Trustee Bufter and seconded by Trustee Borden, the Board unanimously approved PCO #30 for the Monroe Center renovation project, as presented.

Approval to Revise Completion Date for Monroe Center Renovation Project

Base Bid #2 with No Change to Date of Occupancy – COO Wichser presented this item.

Warner Construction, the contractor for this project, submitted proposed change order

(PCO) #31 to request adjusting the completion date for Base Bid #2, which is for the

Frederick County Workforce Services (FCWS) area, from June 16, 2017 to July 21, 2017.

This will add 35 calendar days to construction. The project architect, Proffitt & Associates,

reviewed the PCO because the work within the FCWS area cannot fully commence until

the FCC areas in Base Bid #1 are sufficiently completed to allow for FCWS to temporarily

relocate their equipment while the work is performed. This change does not affect the FCC

construction schedule within the Monroe Center for Base Bid #1, which will be completed

on schedule. The owner representatives for this project (Director of Facilities Planning and

Project Manager II) have reviewed the documentation from Warner Construction and

Proffitt & Associates to substantiate the request for extension, and they have verified that

the information provided is valid.

COO Wichser recommended approval to revise the contract completion date for Base Bid #2 for the FCWS portion of the Monroe Center Renovation project, from June 16, 2017 to July 21, 2017, at no additional cost.

On a motion made by Trustee Lynch and seconded by Trustee Bufter, the Board unanimously approved to revise the contract completion date for Base Bid #2, as presented.

Approval of Sole Source Procurement – Lumens Integrated (iPro) from Augusoft Lumens in the amount of \$68,567.00 – VP Croghan presented this item. The College utilizes Augusoft Lumens Professional to register CEWD students. Currently, it is not integrated with PeopleSoft and data entry is required to backfill data into the PeopleSoft system. As recommended by the College auditors, a system was needed to integrate Lumens and PeopleSoft in order to eliminate this need for duplicate data entry. FCC investigated two possible solutions. Only one solution met the requirements of the College.

Augusoft offers a license called Lumens Integrated (iPro) that utilizes a middleware package that translates data entry from Lumens into PeopleSoft. Augusoft Lumens is the current provider for the CEWD registration system for the College. The Lumens solution provides for continuity of operations, more efficient data entry, and reduction of potential data entry errors. This solution will require an upgrade in the current FCC license as well as an integration fee. Because of the compatibility of Lumens Integrated (iPro) with the existing CEWD registration system, and because it is the only source that can meet the requirements of the College, it was deemed a sole source procurement.

The upgrade to the annual license fee for Lumens Integrated (iPro) will be prorated for the remaining eight months on the current subscription at a cost of \$18,667.00. Augusoft will charge \$29,900.00, excluding customization, for setup of the middleware

package. A total of up to \$20,000.00 is estimated for customization. Funding is available in contracted services and software costs within the IT budget in the approved operating budget for FY 2018.

VP Croghan recommended approval of the sole source procurement to Augusoft Lumens for Lumens Integrated Pro (iPro) in the total amount of \$68,567.00.

On a motion made by Trustee Diaz and seconded by Trustee Lynch, the Board unanimously approved the sole source procurement to Augusoft Lumens, as presented.

Approval of Sole Source Procurement – Raiser’s Edge and Financial Edge Software Upgrade and Three-Year Contract with Blackbaud in the amount of \$51,007.20 – Deborah Powell, Executive Director of the Office of Institutional Advancement, presented this item. The FCC Foundation, Inc. (“Foundation”) utilizes Raiser’s Edge and Financial Edge from Blackbaud. Raiser’s Edge maintains the donor and College alumni databases. Financial Edge manages all financial transactions for the Foundation. The Foundation also uses Academic Works to manage and administer all student scholarships. Blackbaud recently purchased Academic Works and has plans to integrate all three of these software products. Additionally, Blackbaud has moved the software to an online platform and data is maintained in a secure cloud environment.

This procurement was deemed a sole source because it is an upgrade to maintain compatibility with existing systems. If the Foundation were to move to another provider, the database would have to be converted or transferred and there would be a risk to its integrity and a possible loss of data. A three-year contract with Blackbaud will provide an overall savings of \$21,397.05.

The total cost for year one is \$20,482.40, year two is \$15,262.20, and year three is

\$15,262.20. The Foundation will receive a \$900.00 credit for the remainder of the existing contract, which expires on August 15, 2017.

Executive Director Powell recommended approval of the sole source procurement to Blackbaud in the amount of \$51,007.20. The Foundation Finance Committee will review this contract in August and make a recommendation for the transfer of funds to reimburse the College.

On a motion made by Trustee Lynch and seconded by Trustee Fearnow, the Board unanimously approved the sole source procurement to Blackbaud, as presented.

TRUSTEE COMMENTS

Trustee Lynch thanked Gary Fearnow for his service on the Board. President Burmaster and the other Trustees echoed his comment, and also thanked Trustee Whitworth for her service as Chair.

ADJOURNMENT

The regular meeting adjourned at 8:19 p.m.

NEXT MEETING

The next regular meeting of the Board will be held on Wednesday, August 16, 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**