

**BOARD OF TRUSTEES  
FREDERICK COMMUNITY COLLEGE**

**March 15, 2017  
Regular Meeting**

The Board of Trustees of Frederick Community College met in regular session on Wednesday, March 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; and Tom Lynch. 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. Jennifer Moxley, representing the Administrative Staff Association; John-Paul LeGare, President, Student Government Association; Dana McDonald, Vice President (VP) for Finance and Human Resources; Dr. Wayne Barbour, VP for Learning Support; 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; Michael Baisey, Director of Marketing; and other members of the College and staff.

**CALL TO ORDER**

The meeting was called to order by Board Chair Myrna Whitworth at 7:05 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 February 15, 2017 board conversation and regular meeting of the board.

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

## **PRESIDENT'S MONTHLY REPORT**

**President Burmaster commented on the wonderful discussion with the Affinity groups during the board conversation this evening and added it is clear from the discussion that FCC is a great place. She thanked the Affinity leaders and stated that it is a great privilege to work with them.**

**President Burmaster announced that the College received official approval from the Maryland Higher Education Commission for the Sign Language Interpreter Preparatory Program AAS Degree and Certificate. The programs will be effective for the 2017-18 catalog. This proposal was approved by the Board of Trustees in June of last year. She then noted that Dr. Ken Kerr was featured in the Frederick News-Post regarding his upcoming sabbatical, which will include the research of national and international best practices in the alignment of K-12 and higher education retention and completion, providing clear pathways for all students.**

**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 was the CIP Construction Projects Update. She noted FCC will host the Fort Detrick GEMS program this summer. This is an Army-sponsored summer extracurricular science, technology, engineering and math education program that runs at Hood College and FCC is participating as an additional location. She continued that FCC hosted morning sessions focused on collaborative learning for the Leadership Frederick Education Day on March 10 at which Trustee Borden provided a presentation on the Learning Commons at FCC;**

best-selling author Bill Bryson presented to a packed JBK Theater on March 6 as part of Frederick Reads, a partnership among the Frederick County Public Libraries and numerous local organizations including FCC to bring notable authors to Frederick to foster a love of reading; and, FCC was a co-sponsor for the Maryland Collegiate Honors Council Conference for two and four-year Maryland colleges which was held at Hood College March 3 and 4. President Burmaster announced that a reception for Emeritus and Distinguished Status honorees will be held prior to the April 19, 2017 Board meeting to unveil the new wall plaque being installed in the Catoctin Hall Atrium.

#### **INFORMATION/DISCUSSION ITEMS**

**Marketing Update** – Michael Baisey, Director of Marketing, presented this item. He overviewed the FY 2017 advertising campaign for the spring timeframe, which the Board members received in their meeting packets. Samples of print publications and a video presentation of marketing highlights were presented. There was discussion regarding the different platforms being used and how results are being measured. Trustees expressed satisfaction with the positive results being obtained on a minimal budget.

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

**Renovation Project to Convert Rooms E124 A & B and E125 to General Classrooms** – President Burmaster presented this item. The College Facilities Master Plan 2012-2022 proposes moving away from dedicated, rentable conference spaces and repurposing those spaces for academic use, such as general classroom space. Building E is currently scheduled for major renovation and an addition, as proposed in the Facilities Master Plan and Capital Improvements Plan (CIP), with Design taking place in FY 2018, Construction in FY 2019, and Furniture and Equipment in FY 2019.

**There is an immediate need for classroom space before the FY 2019 project is completed. The renovation of E124 A&B and E125 will provide three new general classrooms. The project totals \$62,213.05 and includes \$7,481.00 for construction, \$1,315.00 for low voltage cabling, \$24,546.05 for information technology equipment, \$23,052.00 for furniture, \$2,819.00 for projection boards, and a contingency of \$3,000.00. The information technology equipment, furniture, and projection boards for this project (totaling \$50,417.00) will be re-used in the E Building renovation and new addition project in FY 2019. This project is scheduled to be completed between May 15, 2017 and June 2, 2017.**

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

#### **ACTION ITEMS**

**Approval of Allied Health and Nursing Clinical Staff Employee Group – This item was pulled from consideration at the meeting.**

**Approval of Revisions to Frederick Community College 2017-2018 Academic Calendar – Mary Rolle, Chair of the College Senate, presented this item. She began by acknowledging all of the work done by Frank Seidel, Chair of the Senate Calendar Committee, and Deirdre Weilminster, Executive Director of the Welcome Center/Registrar. President Burmaster added that Ms. Rolle should also be acknowledged, as she stayed the course through several meetings.**

**The FCC Calendar for 2017-2018 was approved by the Board of Trustees on May 18, 2016. The Calendar Committee of the College Senate has recommended a change in format for the 2018-2019 Academic Calendar which provides greater clarity for the College community. Revisions have been made to the approved 2017-2018 Academic Calendar so**

that it uses the new format of 2018-2019. The 8-week summer session dates have also been adjusted.

The new dates for the 8-week summer 2017 session are: classes begin on June 20, 2017 and the last day of classes will be August 15, 2017.

The proposed revisions were approved by the College Senate on February 27, 2017 and presented to the President's Cabinet on March 8, 2017. Ms. Rolle recommended approval of the revised Frederick Community College 2017-2018 Academic Calendar, as presented.

*On a motion made by Trustee Diaz and seconded by Trustee Borden, the Board unanimously approved the revisions to the Frederick Community College 2017-2018 Academic Calendar, as presented.*

**Approval of Frederick Community College 2018-2019 Academic Calendar** – Mary Rolle, Chair of the College Senate, presented this item. The proposed calendar was developed by the Calendar Committee of the College Senate. It was approved by the Senate on February 27, 2017 and presented to the President's Cabinet on March 8, 2017 for review. Minor revisions have been made for clarity.

The proposed Calendar includes College holidays, College breaks, and two days for College convocations. The Fall Convocation will be on August 23, 2018 and the Celebration of Excellence and Spring Retreat will be on January 24, 2019. Commencement will be held on May 23, 2019. The proposed Calendar meets all academic requirements for all College programs.

Ms. Rolle recommended approval of the Frederick Community College 2018-2019 Academic Calendar, as presented.

*On a motion made by Trustee Diaz and seconded by Trustee Borden, the Board unanimously approved the Frederick Community College 2018-2019 Academic Calendar, as presented.*

**Approval of Renewal of Contract for Professional Auditing Services – VP**

McDonald presented this item. The College solicited proposals for professional auditing services (RFP# 15MISC5) jointly with Frederick County Public Schools (FCPS) and Fredrick County Government (FCG) in March 2015. The College Board of Trustees approved the award of the contract for professional auditing services to be performed for the College and the Foundation to SB & Company in April 2015. This award was for an initial two-year contract with the option to renew each year for an additional four years.

The first two years of the contract covered professional auditing services for FY 2015 and FY 2016. FCC and the Foundation have been satisfied with the performance of SB & Company and the quality of the work performed to date. Both FCG and FCPS have indicated they will also recommend a one-year year contract renewal for the FY 2017 audit.

VP McDonald recommended approval to award a one-year contract renewal for professional auditing services for the FY 2017 audit for both the College and the Foundation to SB & Company, for the total of \$43,000.00.

*On a motion made by Trustee Bufter and seconded by Trustee Diaz, the Board unanimously approved to award a one-year contract for professional auditing services to SB & Company, as presented.*

**Approval of Consulting Services Agreement with Convergence in an amount not to exceed \$25,000** – VP McDonald presented this item. Due to the retirement of the Chief

**Technology Officer, the College is in immediate need of the expertise necessary to support the Information Technology (IT) Department. A comprehensive assessment of College IT systems using independent consultants has recently been in process. These independent consultants have the knowledge of College systems and the existing capacity to provide this expertise on very short notice. A quote was received from Convergence to provide consulting support to the College in an amount not to exceed \$25,000 for up to 10 weeks.**

**The job posting for a full-time Chief Information Officer was advertised on March 15, 2017.**

**This emergency procurement is being made pursuant to the Code of Maryland Regulations (COMAR), Title 21, State Procurement Regulations.**

**VP McDonald recommended approval of the action to award a consulting services agreement to Convergence in an amount not to exceed \$25,000.00.**

*On a motion made by Trustee Lynch and seconded by Trustee Diaz, the Board unanimously approved to award the contract for consulting service to Convergence, as presented.*

#### **TRUSTEE COMMENTS**

**Trustee Diaz stated that he attended the Bioprocessing Advisory Committee meeting last week and that it was very enlightening. He added that Dr. Judy Staveley was particularly helpful in getting people to understand what bioprocessing and biotechnology are. Trustee Diaz continued that he was impressed with the students and that they are doing upper level undergraduate work with incredible up-to-date equipment. He then announced that he has made a reservation for lunch at the 200 Monroe Restaurant on April 28 and invited the Trustees to attend.**

Trustee Lynch commented that he attended the kickoff breakfast for the 22<sup>nd</sup> Annual Golf Tournament and that the homeless student athlete who spoke, who would not be in school without his scholarship, is a remarkable representative of the College. Board Chair Whitworth noted that a powerful article on student homelessness and hunger was released from the Association of Community College Trustees (ACCT) today. There are a number of students in community colleges who are homeless, hungry, and trying to make ends meet. Trustee Borden added that the article is powerful because of the data. The study sampled over 30,000 students and found that one in three experience food insecurity.

#### **ADJOURNMENT**

*The regular meeting adjourned at 8:08 p.m.*

#### **NEXT MEETING**

The next regular meeting of the Board will be held on Wednesday, April 19, 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