

**BOARD OF TRUSTEES
FREDERICK COMMUNITY COLLEGE**

**May 16, 2018
Regular Meeting**

The Board of Trustees of Frederick Community College met in regular session on Wednesday, May 16, 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 (FA); Natalie Bowers, Vice Chair, FA; Administrative Staff Association Executive Committee members Britney Carter, Jennifer Moxley, and Sarah Radinsky; Evan Evans, Chair, College Senate; Dana McDonald, Vice President (VP) for Fiscal Services/Auxiliaries; Dr. Wayne Barbour, VP for Learning Support; Dr. Tony Hawkins, Provost/Executive Vice President (EVP) for Academic Affairs, Continuing Education, and Workforce Development; 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 EVP for Finance and Human Resources; Michael Baisey, Executive Director of Marketing and Web Management; Deborah Powell, Executive Director of the Office of Institutional Advancement & FCC Foundation; Edmund O'Meally, PK Law, College legal counsel; and other members of the College and staff.

CALL TO ORDER

The meeting was called to order by Board Chair David Buffer at 7:02 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 April 18, 2018 board conversation and regular meeting of the board.

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

PRESIDENT'S MONTHLY REPORT

President Burmaster commented on the presentations by the Strategic Advisory Team members during the Board Conversation this evening and thanked everyone involved. She then recognized FCC staff and City of Frederick employees for receiving Career and Technology Education (CTE) Awards of Excellence from the Maryland State Department of Education last month. Chuck LoSchiavo, Program Manager, Building Trades and Vocational Training, was recognized for the FCC Building Trades Program receiving the 2018 Outstanding CTE Program (Postsecondary) award. Dr. Renee Davis, Academic Program Manager for Career Programs; Kristi Waters, Career Programs Office Manager/Internship Coordinator; Jason Santelli, Program Manager for Digital Media Design; and City of Frederick employees Lance Duvall, Lead Video Producer and Sali Dimond, Digital Imaging Technician were recognized for the FCC Film and Video Production and Internship Program receiving the Outstanding Business Partnerships (Postsecondary) award for its partnership with the City of Frederick Audio Visual Department. Trustees congratulated all in attendance.

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 noted the many upcoming ceremonies that will culminate in the 60th commencement ceremony next week; the agreement with Mount St. Mary's that provides discounted tuition for FCC graduates; and the recent President's Business Appreciation Awards Breakfast that included inspiring student speakers and award winners. She congratulated Student Government Association President Julie Yagodich for winning the Martin Kalmar Award given by the math department, and also congratulated those honored at the FCPS CTE Ceremony: FCC faculty John Dimitriadis, Ray Maldo, Jennifer DiSandro, and Brenda Stemple; and students Lenne Stolberg, Kimberly Eaves, Alex Grisez, and Nick Fisher.

INFORMATION/DISCUSSION ITEMS

Marketing Update – Executive Director Baisey presented this item. Trustees received an overview of the FCC marketing process in their meeting packet. FCC uses an integrated marketing communications process that interprets data to effectively and efficiently deliver paid messaging. Each FCC program area in a campaign is advertised by distributing program-specific multimedia messages across multiple channels. Messages are delivered to relevant audiences who are qualified by behaviors, attitudes, geographies, and demographics. Marketing campaigns are proportionately balanced to include career, transfer, and other programs or courses. All ads maintain continuity in stylistic elements so that the culmination of efforts projects a consistent brand identity.

Between May and August 2018, 36 academic programs, 32 Continuing Education and Workforce Development areas, and the Carl and Norma Miller Children's Center will be advertised in the current marketing campaign. Message channels include: Google,

Facebook, Instagram, Twitter, Snapchat, online content publishing sites (ex.: espn.com, buzzfeed.com, redbook.com), direct mail, radio, print, Pandora, Spotify, city buses, television, email, and other digital methods. This campaign includes more than 500 individual variations of paid ads. Most ads direct interested prospects to different locations on the frederick.edu website that is currently undergoing significant updates to better serve users. During and after each marketing campaign, key performance indicators are monitored and measured to continually optimize effectiveness and efficiency.

Executive Director Baisey then played a video segment featuring advertisements for music lessons, data science, visual arts, the Interpreter Preparatory Program, veterans services, and Hullabloo.

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

ACTION ITEMS

Appointment of Board Nominating Committee – Board Chair Bufter appointed Trustees Myrna Whitworth and Tom Lynch to serve as the Nominating Committee for the FY 2019 slate of officers. The Nominating Committee will present its report at the June 20, 2018 Board meeting.

Approval of FY 2019 Operating Budget, Tuition and Fee Schedule, Capital Budget, and Salary/Wage Scales – VP McDonald presented this item. She provided an overview of the FY 2019 proposed operating budget of \$54,693,991, which represents an increase of \$1,957,428 or 3.71% from the FY 2018 budget. Also included is the County approved capital budget for FY 2019 totaling \$3,489,533. The salary and wage scales have been updated to reflect budgeted increases in compensation and increases in the minimum wage.

The operating budget includes an increase of \$2/credit for in-county tuition, which will increase in-county tuition from \$120/credit to \$122/credit. Also, there will be an increase of 1.53% to out-of-county per credit tuition rates and an increase of 1.67% to out-of-state per credit tuition rates. Overall, the total proposed increase to tuition and fees is \$141,983. All tuition and fees would be effective with the fall 2018 semester.

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

No increase to the student activity fee is proposed. It will remain at \$3.24/credit for the first ten (10) credits.

Revenues are projected to total \$54,693,991 from all sources and include: \$19,324,544 in tuition and fees; \$13,057,717 in state funding (includes retirement contribution and a supplemental grant estimated at \$89,112 as an incentive to keep tuition increases under 2%); \$17,376,502 (cash) and \$501,525 (in-kind) in County funding; and \$4,433,703 in other income. VP McDonald noted that tuition and fees make up 35% of College revenue for FY 2019, down from 37% in FY 2018.

Expenditures are projected to be \$54,693,991 and include: a step increase for regular employees and a COLA adjustment for all other employees. An increase in the College share of the cost of all employee benefits has been estimated at \$474,979. VP McDonald overviewed the compensation and benefits summary included in the meeting packet. The total compensation and benefits in the operating budget, including professional development, is \$44,470,869, and represents 81.3% of the total operating budget.

In addition to the increase in compensation, additional revenue will cover increases in the cost of benefits, increase in cost of utilities and software maintenance, and costs associated with absorbing the cybersecurity program as a result of the end of the U.S. Department of Labor grant. A process for base budget realignment requests which included re-prioritization of existing expenses was completed.

The capital budget of \$3,489,533 includes funding for the Building E renovation, technology upgrades, and systemics. Systemics provides funding for continuing life safety upgrades and replacements that include the replacement of building access controls system, replacement of flat roofs on two older roofs on Annapolis and Braddock Halls, addition of lighting protection on three buildings, upgrades to classrooms in the Student Center, planned maintenance on parking lot surfaces, and replacement of some aging storefront doors and hardware including ADA upgrades.

Trustee Borden asked if the FCC budget has been approved by the Frederick County Council. VP McDonald answered that the County Council approved the County budget this evening, but the FCC budget will need to be ratified at their meeting on June 5. President Burmaster thanked Education Liaison Spiegel, County Budget Director Rick Harcum, and Assistant Budget Director Kelly Weaver for all of their assistance with the budget process. Chair Bufter commented that the quality of the budget process is impressive and thoughtful, and the Board is brought along the entire way.

VP McDonald recommended approval of the FY 2019 Operating budget of \$54,693,991, capital budget of \$3,633,992, tuition and fee schedule, and salary/wage scales.

On a motion made by Trustee Lynch and seconded by Trustee Molesworth, the Board unanimously approved the FY 2019 Operating budget of \$54,693,991, capital budget of \$3,633,992, tuition and fee schedule, and salary/wage scales, as presented.

Approval of FY 2019 Auxiliary Enterprise Budgets – VP McDonald presented this item. She distributed a revised schedule of the auxiliaries consolidated statement. The FY 2019 auxiliary enterprise budget, which includes Dining Services, the Carl and Norma Miller Children’s Center, and the Bookstore, totals \$3,531,450, which represents a decrease of 13.6% from the FY 2018 budget. The combined financial performance of the auxiliary enterprises reflects a deficit of \$55,941 as of April 30, 2018. Staffing changes have been made and an analysis of indirect cost reimbursement has been conducted to develop a sustainable business model in order to break-even in FY 2019. The projected budget for FY 2019 shows a small surplus of \$284 after contributions of \$290,000 to the College for indirect cost reimbursement to the operating fund, \$15,000 from vending proceeds for outreach, and contributions of \$17,000 for Ambassador Grants are deducted.

In the Bookstore, the impacts of trends, such as open education resources (OER), have resulted in a decline in revenue. It is anticipated that the impact of OER could be as much as \$85,000 just in the fall semester. A reorganization is planned to be effective on July 1, 2018 to reduce staffing to ensure that the College can sustain operations in the Bookstore at a break-even level.

The Carl and Norma Miller Children’s Center budget for FY 2019 includes an increase in tuition rates as approved by the Board of Trustees in April 2018. Evening child care will be offered as a pilot beginning in the fall 2018. This initiative can address a need that is known to be a barrier to students in attending classes at FCC. It is hoped that this

initiative can help sustain operations at a break-even level for the Children's Center and positively impact College enrollment in the evening.

In Dining Services, the Business Manager has made a number of process improvements that have reduced labor and food costs. However, declining revenue due to fewer customers in the Grille continues to be a significant factor and has resulted in a deficit.

A total of \$290,000 in indirect cost transfer to the College is included in the auxiliary budgets. The allocation of indirect costs is based on an allocation of approximately \$17 per square foot assigned to each of the auxiliary areas.

Trustee Whitworth asked why there is a decline in the use of the Grille. VP McDonald answered that there are multiple factors, but may be attributable to a decline in enrollment. There was discussion regarding the difficulty in operating auxiliaries to provide services for students on campus while trying to make a profit or break even. Trustee Borden noted that the deficit in the auxiliaries was six figures when she first began serving on the Board and that these numbers look better than they have in quite a while.

VP McDonald recommended approval of the FY 2019 Bookstore, The Carl and Norma Miller Children's Center, and Dining Services budgets.

On a motion made by Trustee Lynch and seconded by Trustee Whitworth, the Board unanimously approved the FY 2019 Bookstore, The Carl and Norma Miller Children's Center, and Dining Services budgets, as presented.

Approval of Piggyback Contract with Waste Management of Maryland, Inc. for Trash Disposal Removal Services; Piggyback of the State of Maryland Contract #BPO001B8400009 (Solicitation #001IT820456/MDDGS31030185) Trash Removal Services

for Frederick County – COO Wichser presented this item. The College currently utilizes the services of Waste Management of Maryland, Inc. for trash removal and disposal services via a piggyback contract through the State of Maryland (contract #BPO 001B8400009), at an approximate cost of \$20,000.00 for FY 2018. An analysis of container sizes and usage at designated locations throughout the main campus and the Monroe Center indicated the need to increase the sizes of two of the containers, from four cubic yards to six cubic yards. To ensure that the College obtains the best pricing for the number of pickups and sizes of containers, the decision was made to solicit formal bids for trash removal and disposal. Upon analyzing the bids received, it was determined the State of Maryland piggyback contract for trash/garbage removal and disposal services remains the least expensive option for the College. Waste Management has confirmed that current contract rates are effective through July 2020 (the end of the term for the State of Maryland contract).

For FY 2019, the estimated expense is \$28,482.08. Funds for this project are available in account code 15-302140-60000 (Plant Operations – Contracted Services).

COO Wichser recommended approval of the use of the State of Maryland contract number BPO001B8400009 for trash removal and disposal services from Waste Management of Maryland, Inc., for a term of two years (24 months) effective July 1, 2018.

On a motion made by Trustee Molesworth and seconded by Trustee Whitworth, the Board unanimously approved the piggyback contract with Waste Management of Maryland, Inc., as presented.

Approval of Piggyback Contract with Dell, Inc. for Administrative Computers in the amount of \$145,134.26; Piggyback of the Maryland Education Enterprise Consortium

(MEEC) Contract #UMD-972016 – CIO McCormick presented this item. As part of the lifecycle replacement plan for administrative computers, the College needs to replace 158 systems in FY 2018. The computer replacement schedule is based on the age of the computer and availability of vendor support. IT requested and received special pricing from Dell, Inc. in addition to discounts provided through the Maryland Education Enterprise Consortium (MEEC) agreement. The cost of this purchase is \$145,434.26 and funds are available in the IT operating budget 16-302251.

CIO McCormick recommended approval of the use of the MEEC Contract #UMD-972016 for this purchase.

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

Approval of Substantive Revisions to the Technology Use Policy and Procedures – CIO McCormick presented this item. The Technology Use Policy and Procedures supports an information technology (IT) environment that meets the mission of the College in teaching, learning, and administration. It applies to anyone who uses College IT resources. IT resources include, but are not limited to, computer hardware and software, mobile communication devices, telephone and data networks, College websites, and electronically stored data. Substantive modifications have been made to bring it into alignment with our current policy design. Expectations of technology use and IT user responsibilities provide more clarity for all IT users. Newer policies such as the Protection of Personally Identifiable Information Policy and Procedures have also been linked to sections within the document.

CIO McCormick recommended approval of the substantive revisions to the Technology Use Policy and Procedures.

On a motion made by Trustee Whitworth and seconded by Trustee Borden, the Board unanimously approved the substantive revisions to the Technology Use Policy and Procedures, as presented.

Approval of Substantive Revisions to the Sick Leave Bank Policy and Procedures – Interim EVP Urban presented this item. FCC offers the Sick Leave Bank (SLB) as a mechanism for participating College employees to donate unused sick leave time into a source of combined sick leave for other employees to use who have a prolonged illness or injury. The SLB is not intended to be a replacement for a short-term disability policy.

Based upon recommendations from College counsel, the need for greater clarity in the eligibility procedures, and the distinctions needed between short and long-term disability, there have been substantive revisions made to this Policy and Procedures. Feedback from the affinity groups has been addressed in the revisions, including: adding that the College will maintain an employee's benefits if they use leave without pay during the first 30 workdays (the employee still pays their portion); deleting that the Sick Leave Bank Committee will prioritize requests; and, instituting a maximum use with waiting period due to the dissatisfaction with the proposed lifetime maximum. Additionally, a College-wide forum was held on May 3, 2018 by Aflac representatives to explain how employees can access short-term liability insurance.

A revised version of the Sick Leave Bank Policy and Procedures was distributed at the meeting, which incorporated further input received from the Administrative Staff Association after the meeting packet was distributed. The additional change made it clear

that all requests that meet the eligibility criteria will be approved as long as the SLB has sufficient hours. If there are not enough hours, members will be asked to contribute additional hours to the SLB to accommodate all of the requests.

Chair Bufter noted that the Board is well aware of the concerns that have been raised with the revisions. He asked how this policy would fit in with the mechanisms that exist to help protect employees during health issues. Interim EVP Urban answered that FCC provides sick leave, the opportunity to enroll in the Sick Leave Bank, long-term disability fully paid by the College, and the option for employees to purchase short-term disability. Long-term disability insurance kicks in after 90 calendar days of the event that triggers disability. He added that this policy is built on consecutive workdays and only comes into effect when all other leave is exhausted. Chair Bufter asked if the legal review covered any possible discriminatory provisions. Mr. O'Meally, College legal counsel, answered that there is no law requiring employers to have a Sick Leave Bank and most employers do not have one. He continued that all existing employment laws were considered in the review of the policy and the revisions ultimately tighten the policy, providing a vehicle for employees to get paid after exhausting accumulated leave. This is separate from the Family and Medical Leave Act, which guarantees your job but not your pay. Nothing in the existing or proposed policy has any impact on the basis of age, disability, gender, or sex and the revisions are in line with several policies that were reviewed for comparison. President Burmaster thanked all of the affinity groups for their input, adding that it was a tough process and a lot was learned. She apologized for any stress or intensity that might have been conveyed, adding that she has great respect for all of the affinity leaders. She added that the College is unable to operate without the

engagement of affinity group members and the policy is better because of their involvement.

Interim EVP Urban recommended approval of the substantive revisions to the Sick Leave Bank Policy and Procedures.

On a motion made by Trustee Diaz and seconded by Trustee Whitworth, the Board unanimously approved the substantive revisions to the Sick Leave Bank Policy and Procedures, as presented.

Approval of Revisions to the Frederick Community College Foundation, Inc. Bylaws
– Executive Director Powell presented this item. The FCC Foundation, Inc. Bylaws may be amended at any regular or special meeting of its Board of Directors. However, no modification is effective unless approved by the FCC Board of Trustees.

The Finance and Executive Committees of the FCC Foundation conducted an annual review of the Bylaws and proposed changes.

Revisions to Section 1.04., Executive Director, clarify the role of the Executive Director and explain the in-kind budget support provided by the College.

Revisions to Section 2.03., Finance Committee, identify College Finance Staff as members of the Foundation Finance Committee. A second change vests power for fiscal control of all endowed funds, non-endowed funds, grants, and gifts that are contributed directly to the FCC Foundation to the Finance Committee. The third change pertains to disbursements for expenditures, particularly those expenditures \$5,000 and over (excluding scholarships, program support, and grants) from funds and all transfers between USMF and the FCC Foundation requiring approval by the Executive Director, and approval from

one or more officers through either fax or email. These are detailed by size and type of disbursement.

The second paragraph of Section 5.03., Personal Property Gifts, was fully revised, outlining the steps of approval needed before a personal property gift is accepted.

The revisions were distributed to the Trustees in their meeting packet.

The amendments were unanimously approved by the FCC Foundation, Inc. Board of Directors at its April 26, 2018 Board meeting and are now presented to the Board of Trustees for final approval.

Executive Director Powell recommended approval of the revisions to the Agreement between Frederick Community College and the FCC Foundation, Inc., as presented.

On a motion made by Trustee Lynch and seconded by Trustee Molesworth, the Board unanimously approved the revised FCC Foundation, Inc. Bylaws, as presented.

Approval of Revisions to Agreement Between Frederick Community College and the FCC Foundation, Inc. – Executive Director Powell presented this item. The existing Agreement between the College and the Frederick Community College Foundation, Inc. was approved by the Board of Trustees at their January 18, 2017 meeting.

The Finance and Executive Committees of the FCC Foundation conducted a review of the Agreement and proposed the following substantive changes:

Item 2. The Foundation shall at all times abide by the Foundation Bylaws, which are reviewed and updated annually.

Item 3. The College will provide administrative and management in-kind support by compensating College employees working on behalf of the Foundation and by providing a College operational budget for the Office of Institutional Advancement (OIA).

Item 4. At the annual meeting of the Foundation, the Board of Directors will determine the dollar amount of unrestricted funds to be transferred from the Foundation to the College for the upcoming fiscal year to reduce the in-kind support provided by the College. The administrative charge on temporarily restricted donations for the current fiscal year will determine the transfer amount. The Foundation Board may also approve supplementing this amount with additional unrestricted funds. This transfer will reduce the College in-kind contributions to the Foundation. The administrative charge will be reviewed periodically at the discretion of the Foundation Board of Directors.

Item 5. The Executive Director manages the College OIA operational budget, which provides in-kind support to the Foundation.

The revisions were distributed to the Trustees in their meeting packet.

The revisions were unanimously approved by the FCC Foundation, Inc. Board of Directors at its April 26, 2018 Board meeting and are now presented to the Board of Trustees for approval.

Executive Director Powell recommended approval of the revisions to the Agreement between Frederick Community College and the FCC Foundation, Inc., as presented.

On a motion made by Trustee Lynch and seconded by Trustee Diaz, the Board unanimously approved the revisions to the Agreement between Frederick Community College and the FCC Foundation, Inc., as presented.

TRUSTEE COMMENTS

There were no comments.

ADJOURNMENT

The regular meeting adjourned at 8:17 p.m.

NEXT MEETING

The next regular meeting of the Board will be held on Wednesday, June 20, 2018 at 7:00 p.m. in the Chris T. Matthews Board Room (A201).

CLOSED SESSIONS

May 7, 2018 – *On May 7, 2018, the motion was made by Trustee Whitworth to convene in closed session at 6:34 p.m. in the Chris T. Matthews Board Room (A201). The motion was seconded by Trustee Lynch and unanimously approved by the Board.*

This action was taken in accordance with the Maryland Open Meetings Act, Section 3-305(b)(1) to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom it has jurisdiction; or any other personnel matter that affects one or more specific individuals; and Section 3-305(b)(13) to comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter. In attendance: Trustees David F. Bufter, Chair; Myrna R. Whitworth, Vice Chair; Debra S. Borden; Tom Lynch; and Dr. John Molesworth. Also in attendance: Rochelle Eisenberg, PK Law, P.A., attorney for the Board of Trustees. Kari Melvin, Executive Associate to the Board of Trustees was present for part of the meeting.

The Board reviewed closed session minutes from April 18, 2018 pursuant to Section 3-306(c)(3)(ii) of the General Provisions Article of the Maryland Annotated Code. The Chair called for approval of the closed session minutes.

The Board voted to approve the April 18, 2018 closed session minutes, as presented.

Ms. Melvin left the meeting after the approval of the minutes.

The Trustees reviewed information related to a personnel matter and agreed upon a course of action.

No action was taken.

The closed session adjourned at 8:15 p.m.

May 15, 2018 – On May 15, 2018, the motion was made by Trustee Whitworth to convene in closed session at 6:30 p.m. in the Chris T. Matthews Board Room (A201). The motion was seconded by Trustee Lynch and unanimously approved by the Board.

This action was taken in accordance with the Maryland Open Meetings Act, Section 3-305(b)(1) to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom it has jurisdiction; or any other personnel matter that affects one or more specific individuals; Section 3-305(b)(7) to consult with legal counsel to obtain legal advice; and Section 3-305(b)(13) to comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter. In attendance: Trustees David F. Bufter, Chair; Myrna R. Whitworth, Vice Chair; Debra S. Borden; Nick Diaz; Tom Lynch; and Dr. John Molesworth. Also in attendance: Rochelle Eisenberg, PK Law, P.A., attorney for the Board of Trustees. President Elizabeth Burmaster, Secretary/Treasurer of the Board, and Kari Melvin, Executive Associate to the Board of Trustees, were present for portions of the meeting.

The Board reviewed closed session minutes from May 7, 2018 pursuant to Section 3-306(c)(3)(ii) of the General Provisions Article of the Maryland Annotated Code. The Chair called for approval of the closed session minutes.

The Board voted to approve the May 7, 2018 closed session minutes, as presented.

Ms. Melvin left the meeting after the approval of the minutes.

The Board was presented with information and legal advice from Counsel regarding a personnel complaint.

The Board agreed upon various actions that would be taken in response to the complaint.

The closed session adjourned at 9:30 p.m.

May 16, 2018 – Immediately following the May 16, 2018 regular meeting, the motion was made by Trustee Whitworth to convene in closed session at 8:17 p.m. in the Chris T. Matthews Board Room (A201). The motion was seconded by Trustee Diaz and unanimously approved by the Board.

This action was taken in accordance with the Maryland Open Meetings Act, Section 3-305(b)(1) to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals; and Section 3-305(b)(7) to consult with legal counsel to obtain legal advice. In attendance: Trustees David F. Bufter, Chair; Myrna R. Whitworth, Vice Chair; Debra S. Borden; Nick Diaz; Tom Lynch; and Dr. John Molesworth. Also in attendance: Edmund O’Meally, PK Law, P.A., College legal counsel. President Elizabeth Burmaster, Secretary/Treasurer of the Board, was present for part of the meeting.

The Board finalized the 2018 Performance Evaluation and Compensation Decisions for the President.

The President's employment contract will be revised to incorporate these changes and will be voted on in Open Session during the June 20, 2018 Board of Trustees meeting.

The closed session adjourned at 9:30 p.m.

**Elizabeth Burmaster
Secretary/Treasurer**

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