

**BOARD OF TRUSTEES
FREDERICK COMMUNITY COLLEGE**

**May 17, 2017
Regular Meeting**

The Board of Trustees of Frederick Community College met in regular session on Wednesday, May 17, 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; Education Liaison Janice Spiegel; Kari Melvin, Recording Secretary; Dr. Marshall Botkin, Chair, Faculty Association; Jack Jenkins, Chair, Support Personnel Association; Dr. Jacob Ashby, representing the Administrative Staff Association; Mary Rolle, outgoing Chair, College Senate; Evan Evans, incoming Chair, College Senate; John-Paul LeGare, outgoing Student Government Association (SGA) President; Julie Yagodich, incoming SGA President; Linda Silva, incoming SGA Vice President (VP) of Administration; Dana McDonald, 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; John Wichser, Chief of Operations (COO); William Grutzkuhn, Associate Vice President (AVP) for Fiscal Services; John Anzinger, Director of Facilities Planning; Dr. Molly Carlson, Academic Program Manager, Arts and Sciences; Laura Mears, AVP, Enrollment Services; Maryrose Wilson, AVP for Human Resources; Patricia Meyer, Executive Director of Workforce Training; Dr. Gohar Farahani, Executive Director of Assessment and Research; Leslie Puzio, Coordinator, Deaf and Hard of

Hearing Services; Deborah Powell, Executive Director, Office of Institutional Advancement; Michael Thornton, Foundation Scholarship Manager; 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 during the Board Conversation and the tour of the Central Plant, adding that there has been great progress on the deferred maintenance from last year. She congratulated COO Wichser and his team.

Chair Whitworth then recognized the Affinity Group representatives and others present. She acknowledged outgoing Senate Chair Mary Rolle, FA Chair Dr. Marshall Botkin, ASA Executive Dr. Jacob Ashby, and SGA President John-Paul LeGare, and thanked them for their service. Ms. Rolle introduced incoming Senate Chair Evan Evans. Mr. LeGare introduced incoming SGA President Julie Yagodich and incoming SGA VP of Administration Linda Silva.

Chair Whitworth congratulated Trustee Lynch on receiving the Leadership in Law Lifetime Achievement Award from the Daily Record, which recognizes legal professionals with exemplary careers.

APPROVAL OF MINUTES

The Chair called for approval of the minutes of the April 19, 2017 board conversation and regular meeting of the board.

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

The Chair called for approval of the minutes of the May 8, 2017 special meeting of the board.

On a motion made by Trustee Diaz and seconded by Trustee Fearnow, 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 packets. Also included in the President's written report was the CIP Construction Projects Update. She commented on the many activities this past week that will culminate at Commencement tomorrow. More than 1,000 students will graduate this academic year and about 350 students are expected to participate in the ceremony.

INFORMATION/DISCUSSION ITEMS

Appointment of Board Nominating Committee – Board Chair Whitworth appointed Debra Borden and Roger Wilson to serve as the Nominating Committee for the FY 2018 slate of officers. The Nominating Committee will present its report at the June 21, 2017 Board meeting.

FCC Foundation, Inc. Annual Report – Deborah Powell, Executive Director of the Office of Institutional Advancement, presented this item. She overviewed her Annual Report for FY 2017, which the Board members received in their meeting packets. The FCC Foundation, Inc. currently manages assets of over \$14.5 million including \$13.4 million in endowed funds for scholarship and program support. Gifts raised from July 1, 2016 through April 30, 2017 total \$1,161,788, up from \$731,097 in FY 2016. New scholarships and/or funds created in FY 2017 include the John and Elizabeth Burmaster Scholarship; President's Award funding; the Martin Kalmar Excellence in STEM Scholarship; the

Harry and Hilda Farbman Optometry/Allied Health Scholarship; the Don and Julie Cleveland Memorial Scholarship; the Rose Marie Williar Powell Memorial Scholarship; and the Bess and Frank Gladhill Scholars Fund. Executive Director Powell detailed efforts in donor development and stewardship, alumni development and engagement, and planning for sponsored and co-sponsored events.

Executive Director Powell then introduced Michael Thornton, Foundation Scholarship Manager, to detail the scholarships awarded to-date. Approximately \$174,000.00 more has been awarded than last year, for a total of more than \$380,000.00 in the 2016-2017 academic year. He highlighted Student Success Funds and Continuing Education and Workforce Development Scholarships-Shirley Cruickshank-Wolfe Funds awarded to-date. For Student Success Funds, there have been 145 awards totaling \$55,478.14. For Continuing Education and Workforce Development Scholarships-Shirley Cruickshank-Wolfe Funds, there have been 105 awards totaling \$50,261.00.

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.

Strategic Advisory Team Progress Report – President Burmaster introduced the Strategic Advisory Team (SAT) workgroup summaries. The SAT is a volunteer, cross-functional team of workgroups open to all College employees. Its purpose is to support the implementation of the annual strategic priorities set by the Board of Trustees. The report provided a progress update on the 2016-2017 annual strategic priorities.

SAT members provided their summaries for each of the annual strategic priorities established by the Board of Trustees at their July 2016 retreat: Annual Strategic Priority A – design guided pathways for degrees, certificates, continuing education, and workforce

development that maximize student access, student support, and affordability by Co-Chair Dr. Jacob Ashby; Annual Strategic Priority B – develop a vision and a long range plan for College facilities that focuses on preventive maintenance and upgrading the College infrastructure to support teaching, learning, student success, and affordability by Chair John Anzinger; Annual Strategic Priority C – develop an enrollment management plan that grows revenue by at least 2% in order to mitigate tuition increases by Chair Dr. Molly Carlson; Annual Strategic Priority D – empower leadership throughout the College community which promotes continuous institutional improvement and professional development and strengthen the participation of affinity groups, SGA, and the Senate in operational practices in support of the achievement of the annual strategic priorities by Co-Chairs Laura Mears and Maryrose Wilson; Annual Strategic Priority E – position FCC as a primary provider of workforce education and career pathways to employment in Frederick County by Chair Patricia Meyer; and Annual Strategic Priority F – build on the successful 2016 Middle States Accreditation Report by responding to its recommendations and by assimilating the recently updated College policies and procedures into the culture and operation of the College by Chair Dr. Gohar Farahani and workgroup member Leslie Puzio. A copy of the report is available from the President’s Office.

President Burmaster and the Trustees commented on the tremendous work achieved by all of the volunteer members of the SAT.

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

Summer Project – Athletics Center Gymnasium Upgrades – COO Wichser presented this item. The Frederick Community College Facilities Master Plan 2012-2022 includes a plan for Deferred Maintenance/Preventative Maintenance/Life Safety

Replacement projects to address life safety and ADA compliance needs. Gymnasium upgrades are part of this plan and include the replacement of the bleachers, flooring, and lighting, as well as miscellaneous upgrades (painting, electrical, HVAC wall registers, etc.). Replacement of the fire alarm system will be included in the “Fire Alarm System Replacement – Buildings F, L, and D” project.

A project scope was developed in early February 2017 for Gymnasium upgrades, along with budget estimates and a timeline for completion. The project totals \$486,820.78 and includes: estimated costs of \$16,000.00 for vinyl floor covering, \$4,200.00 for storage rack/motor, \$12,000.00 for new wall padding, and \$7,000.00 for electrical; and, actual costs of \$198,212.08 for new bleachers and a 5% contingency of \$9,910.60, \$169,222.00 for a new cushioned floor system and a 5% contingency of \$8,461.10, \$18,000.00 for LED lighting, \$29,902.00 for gym door replacements/hardware, \$10,968.00 for gym interior painting, and \$2,945.00 to replace HVAC wall registers. The project is scheduled to be completed between May 22, 2017 and July 31, 2017.

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

ACTION ITEMS

Approval of Name for Student Records Policy and Procedures – VP Barbour
Presented this item. Registrar Deirdre Weilminster led a committee to develop this new Policy and Procedures to clarify the process of name designation on student records. It provides a philosophy, scope, and procedures for name assignment and changes that reflect guidance from the United States Departments of Justice and Education, and also reflect the College commitment to ensuring a safe, supportive, inclusive, and welcoming community for all.

VP Barbour recommended approval of the Name for Student Records Policy and Procedures, as presented.

On a motion made by Trustee Wilson and seconded by Trustee Borden, the Board approved the Name for Student Records Policy and Procedures 6-0-1, as presented, with Trustee Bufter not present.

[Note: Trustee Bufter stepped out of the meeting room at 7:52 p.m. and returned at 7:55 p.m.]

Repeal of Business Expense and Reimbursement Policy and Procedures – VP

McDonald presented this item. The Financial Procedures Manual, which was presented to the Board of Trustees at their September 21, 2016 meeting, has been updated to include a section on credit card use procedures, which includes allowable business-related expenses and unallowable expenses. These procedures replace all items outlined in the Business Expense and Reimbursement Policy and Procedures and as a result, it can be repealed in its entirety.

VP McDonald recommended repeal of this procedure.

On a motion made by Trustee Lynch and seconded by Trustee Borden, the Board unanimously approved the repeal of the Business Expense and Reimbursement Policy and Procedures.

Approval of FY 2018 Operating Budget, Tuition and Fee Schedule, Capital Budget, and Salary/Wage Scales – VP McDonald presented this item. She provided an overview of

the FY 2018 proposed operating budget of \$52,736,563, which represents an increase of \$1,540,729 or 3.01% from the FY 2017 budget. Also included is the County approved capital budget for FY 2018 totaling \$6,232,425, which includes additional funding from the County in the amount of \$4,882,425 and a reallocation of residual funding in the amount of

\$1,350,000. 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 0.84% to in-county tuition rates, which equates to a \$1.00 per credit increase; an increase of 1% to out-of-county and out-of-state per credit tuition rates; an increase to the consolidated service fee from \$22.88/credit to \$24.00/credit; and an increase to the student activity fee from \$2.24/credit to \$3.24/credit. Dual enrollment rates remain at 75% of in-county tuition for open campus and high-school based with FCC faculty. For high school based dual enrollment using Frederick County Public Schools (FCPS) faculty, the rate remains at 43% of the in-county rate per the memorandum of understanding with FCPS.

Revenues are projected to total \$52,736,563 from all sources and include: \$19,181,651 in tuition and fees; \$12,691,608 in state funding (includes retirement contribution and a one-time supplemental grant of \$170,246 as an incentive to keep tuition increases under 2%); \$16,076,502 (cash) and \$484,395 (in-kind) in County funding; and \$4,301,407 in other income. Expenditures are projected to be \$52,736,653 and include: a 2% cost of living adjustment (COLA) for all employees and an increase in the College share of health insurance benefits for employees of \$457,648. An increase in retirement contributions of \$323,653, which are mostly covered by an increase in in-kind contributions from the State, has been included.

Due to the increase in the student activity fee and deferred maintenance needs, transfers have increased by \$224,172. Transfers account for the transfer of student activity fees to a fund managed by the SGA, and for deferred maintenance funds transferred to a capital improvements account. An increase in software costs in the amount of \$62,972 has

been included to cover increased annual software maintenance agreements. A process for base budget realignment requests which includes re-prioritization of existing expenses was completed.

The capital budget is based on the budget recommended by the County Executive, and adopted by the County Council, and includes funding to support a reconfiguration of Jefferson Hall, the design costs for a renovation to Building E, funding for classroom technology upgrades, support for PeopleSoft upgrades, and funding for systemics. The systemics budget includes funding for life safety upgrades and/or replacements that include building fire alarm and fire sprinkler systems, replacement of the bleachers and gymnasium floor to ensure compliance with ADA and safety requirements, and replacement/repairs to aging Central Plan equipment.

VP McDonald recommended approval of the FY 2018 Operating budget of \$52,736,563, Capital budget of \$6,232,425, tuition and fee schedule, and salary/wage scales.

On a motion made by Trustee Bufter and seconded by Trustee Wilson, the Board unanimously approved the FY 2018 Operating budget of \$52,736,563, Capital budget of \$6,232,425, tuition and fee schedule, and salary/wage scales.

Approval of FY 2018 Auxiliary Enterprise Budgets – VP McDonald presented this item. She provided an overview of the FY 2018 Auxiliary Enterprise Budgets, which include the Bookstore, The Carl and Norma Miller Children’s Center, and Dining Services.

The Bookstore proposed budget is projecting net income of \$48,486. A reorganization has resulted in the elimination of the Executive Director of Auxiliary Services position. A new position of Director of the Bookstore has been created. The Director will focus on the operations of the College Bookstore to analyze current operations

and evaluate trends. The impacts of trends such as Open Educational Resources (OER) need to be assessed and recommendations made to revise the current business model to respond to these trends. All recommendations will need to ensure that the College can sustain operations at a break-even level.

The Carl and Norma Miller Children’s Center proposed budget is projecting a break-even scenario. Tuition rates are within the market rates for comparable services in Frederick County and will remain unchanged in FY 2018. The FCC Marketing team has worked with the Director of the Children’s Center to implement strategies to advertise the services of the Center more effectively within the College and throughout the community. Increases in enrollment in the infant through four-year old categories are budgeted as a result. A part-time position for a financial assistant at the Center was vacated during the year and not rehired. These duties were absorbed by the College. Indirect cost transfer to the College has increased.

The Dining Services proposed budget is projecting a break-even scenario. The College conducted an independent review of current operations and has implemented recommendations to improve efficiency of the operations. The budget has been developed using the criteria recommended through the assessment. Also, a position of Business Manager reporting directly to the VP for Finance and Human Resources has been posted and will be funded through an increase in indirect cost transfer to the College. The Business Manager will focus on developing affordable and competitive food service that meets the needs of FCC staff and students. They will also focus on implementing changes to the financial systems to ensure that the College can effectively and efficiently manage its

operations, and meet the financial objectives of the FY 2018 budget. The budget will require a reduction in food and labor costs.

Overall, the auxiliary enterprises are projecting a surplus in FY 2017 and anticipating an overall net surplus of \$48,664 for FY 2018. This net surplus is after contributions of \$415,000 to the College for indirect cost reimbursement to the operating fund and contributions to the Ambassador and Bernie Adams Open Campus grants are deducted. An auxiliary fund balance of \$561,000 was available at the beginning of FY 2017.

Additionally, a new budget line item has been added to each auxiliary enterprise budget to cover deferred maintenance needs. A total of \$14,500 will be transferred to a Capital Improvements Project (CIP) account designated for auxiliary repairs, replacements, and renovations. This new CIP account will assist the College in covering the costs of ongoing capital needs for the auxiliary enterprises in the current and future years.

VP McDonald recommended approval of the FY 2018 Bookstore, The Carl and Norma Miller Children's Center, and Dining Services budgets.

On a motion made by Trustee Diaz and seconded by Trustee Borden, the Board unanimously approved the FY 2018 Bookstore, The Carl and Norma Miller Children's Center, and Dining Services budgets, as presented.

Approval of the Annual Update for the 2017-2018 Employee Handbook with Full-Time and Adjunct Faculty Addendum and CEWD Adjunct Faculty Addendum – President Burmaster presented this item. The Employee Handbook and Full-Time and Adjunct Faculty & CEWD Adjunct Faculty Addendums are a transparent, accessible compilation of current College practice, policies, and procedures that are approved by the Board of Trustees each year. The first edition of the Employee Handbook and Addendums was

approved by the Board of Trustees on May 18, 2016. The proposed updates are revisions for clarification and to reflect current procedure.

President Burmaster recommended approval of the Annual Update for the 2017-2018 Employee Handbook with Full-Time and Adjunct Faculty Addendum and CEWD Adjunct Faculty Addendum.

On a motion made by Trustee Lynch and seconded by Trustee Wilson, the Board unanimously approved the Annual Update for the 2017-2018 Employee Handbook with Full-Time and Adjunct Faculty Addendum and CEWD Adjunct Faculty Addendum, as presented.

Approval of Piggyback Contract with American Bus Sales & Service in an amount not to exceed \$200,000.00; Piggyback of the City of Gaithersburg Contract #2016-030 for Transit-Liner Bus – COO Wichser presented this item. The current College bus, a 2006 Chevrolet C-5500, Turtle Top Odyssey with approximately 120,000 miles, was purchased in 2007 as a new vehicle and has a history of breakdowns and mechanical problems. In the search for a new College bus, quotes for both new and used vehicles were reviewed. It was recommended that the College would be better served by the purchase of a new vehicle with an extended drive train and electrical warranty.

After thoroughly reviewing the options and price ranges for new vehicles, Operations recommends the purchase of a new 2017 Thomas HDX Transit-Liner with rear mount engine, at a proposed cost of \$191,363.68. Additional funds will be used to letter the bus. This model provides an aesthetic image of a coach style bus without the extraordinary expense of a commercial coach. With current year expenditures for contracted bus services estimated at \$128,293.05, a new College bus could pay for itself within approximately two years. The College would retain the existing bus for local travel only.

COO Wichser recommended approval of the use of the City of Gaithersburg contract #2016-030 for the purchase of one new 2017 Thomas HDX Transit-Liner rear mount engine bus for a total cost not to exceed \$200,000.00.

On a motion made by Trustee Diaz and seconded by Trustee Fearnow, the Board unanimously approved the piggyback contract with American Bus Sales & Service, as presented.

Approval of Piggyback Contract with Morgan-Keller, Inc. in the amount of \$29,902.00 for Athletics Center Gym Doors and Hardware; Piggyback of Hagerstown Community College IDIQ Contract #HCC17-009 for Doors, Door Hardware & Installation
– COO Wichser presented this item. The College solicited piggyback quotes from qualified vendors to provide all materials and labor for the removal and replacement of doors and hardware in the gymnasium in the Athletics Center, Building D. The contractors selected must supply all labor, transportation, apparatus, materials, and tools necessary for the completion of the work. The work will also be coordinated with other renovations occurring in the gym during the same time period (new floor, new bleachers, new motorized basketball hoop controls, the installation of a new divider curtain, painting, and installation of new LED lighting).

Product specifications and project scope were created and forwarded to the piggyback vendors. A pre-bid walkthrough of the work site was held. Quotes were received from two vendors. The proposal from Morgan-Keller, Inc., in the amount of \$29,902.00, was the lowest responsive proposal and utilizes the Hagerstown Community College IDIQ contract #HCC17-009 for Doors, Door Hardware & Installation.

COO Wichser recommended approval of the use of Hagerstown Community College IDIQ contract #HCC17-009 for the Athletics Center gym doors and hardware at a proposed cost of \$29,902.00.

On a motion made by Trustee Wilson and seconded by Trustee Bufter, the Board unanimously approved the piggyback contract with Morgan-Keller, Inc., as presented.

Approval of Award Recommendation – RFP #17-FP-02 Engineering Services for Campus Utility Mapping to A. Morton Thomas and Associates, Inc. in the amount of \$89,590.00 – COO Wichser presented this item. Proposals were requested from qualified engineering firms to develop a comprehensive record of the underground utilities at our main campus. The College has utility survey information from 2007, which needs to be verified and updated. The firm shall locate and electronically map infrastructure features on the main campus. The data collected is to be integrated into a CAD utility map system that is to be established by the firm, from a base file to be provided by the College. The proposed project encompasses documentation of the following underground and surface utilities: telephone, fiber optic, sanitary sewer, electrical, gas, water, irrigation, storm sewer, underground rainwater harvesting tank (parking garage), hot and chilled piping from the Central Plant, site lighting contacts, and any other utilities identified in existing drawings. The existing electronic campus master drawings should be updated to reflect current conditions and add additional infrastructure features as needed. The end product for this project is a CAD-based campus-wide utility information system map with the location of these utilities.

A Request for Proposals (RFP) was advertised on eMaryland Marketplace and posted to the College Bid Board. A pre-proposal conference was held, followed by an

inspection of the proposed jobsite. Fourteen vendors attended the pre-proposal conference. Ten firms responded to the request for proposals. However, one firm was deemed non-responsive. After evaluating the technical and cost proposals, it was determined that A. Morton Thomas and Associates, Inc. was the most qualified and would provide the best value for the College. The project is scheduled for completion by August 31, 2017.

COO Wichser recommended approval to award RFP #17-FP-02 to A. Morton Thomas and Associates, Inc. in the amount of \$89,590.00.

On a motion made by Trustee Bufter and seconded by Trustee Borden, the Board unanimously approved to award the contract for engineering services for campus utility mapping to A. Morton Thomas and Associates, Inc., as presented.

Approval of Award Recommendation – RFB #17-FP-08 Asphalt Walkway Repairs to Huntzberry Brothers in the amount of \$159,500.00 – COO Wichser presented this item.

Bids were requested from qualified vendors to provide all materials and labor for asphalt walkway repairs. The scope of work involves repairs to asphalt walkways in various locations on campus. The scope also includes milling and overlay. Areas designated to be “milled” shall be milled and tack coat applied to receive 1-1/2” new hot asphalt. The based milled material shall be removed and hauled off site. All new asphalt shall be rolled and tamped as required. The manufacturer of hot-mix asphalt shall be a registered and approved paving mix manufacturer with authorities having jurisdiction with the Department of Transportation in the State of Maryland. The contractor is responsible for backing up all edges as determined necessary with topsoil, seeded, and covered with straw matting.

All awarded work must be completed between the tentative dates of June 1, 2017 to July 31, 2017.

Notices for the Request for Bids (RFB) were advertised on eMaryland Marketplace and posted to the College Bid Board. A pre-bid conference was held to review the project scope of work with potential bidders and address questions from bidders. Three vendors attended the pre-bid conference. Sealed bids were received, publicly opened, and read aloud. Bid package proposals were received from six bidders. However, two bidders were deemed non-responsive.

Huntzberry Brothers was the low responsive bidder, with a total bid price of \$159,500.00.

COO Wichser recommended approval to award RFB #17-FP-08 to Huntzberry Brothers in the amount of \$159,500.00.

On a motion made by Trustee Lynch and seconded by Trustee Fearnow, the Board unanimously approved to award the contract for asphalt walkway repairs to Huntzberry Brothers, as presented.

Approval of Renewal Premiums – Property Coverage to Affiliated FM for a cost of \$62,253.00 and Casualty Insurance to Utica National for a cost of \$157,343.00, totaling \$219,596.00 for FY 2018 – AVP Grutzkuhn presented this item. The Board of Trustees awarded RFP #16-FS-01 Property Insurance to Affiliated FM on June 15, 2016, with a rate lock of two years and RFP # 16-FS-01 Casualty Insurance to Utica National with a rate lock of one year. Premiums are subject to change based on rates and exposure. For Property coverage, the exposure is the property value and for Casualty coverage the exposure is the number of students and faculty, and total College revenues earned. For

both Property and Casualty Insurance, rates are influenced by the number of current and past claims. For FY 2018, the estimated premium is \$62,253.00 for Property Insurance and \$157,343.00 for Casualty Insurance, totaling \$219,596.00, which represents a 6% increase over FY 2017.

AVP Grutzkuhn recommended approval to renew Property Coverage with Affiliated FM for a cost of \$62,253.00 and Casualty Insurance with Utica National for a cost of \$157,343.00, totaling \$219,596.00 for FY 2018.

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

Approval of Extension of Consulting Services Agreement – SA Boyd presented this item. The Board of Trustees approved a Consulting Services Agreement with Convergence on March 15, 2017. The support that the Interim CIO from Convergence has given to the IT team has been highly effective and has helped the College move forward in the search for a permanent CIO. The expert leadership that has been provided has motivated staff and they have worked productively on addressing the issues identified in the comprehensive IT security assessment, and maintaining daily IT operations.

The current consulting services agreement with Convergence ends on May 19, 2017. Extending the consulting services agreement with Convergence will help the College maintain the level of IT service needed to operate effectively and will facilitate the leadership transition.

SA Boyd recommended approval to extend the consulting services agreement with Convergence in an amount not to exceed \$40,000.00 until the transition to a new CIO is completed.

On a motion made by Trustee Wilson and seconded by Trustee Lynch, the Board unanimously approved to extend the consulting services agreement with Convergence, as presented.

TRUSTEE COMMENTS

There were no Trustee comments.

CLOSED SESSION

The motion was made by Trustee Bufter to convene in closed session at 8:43 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 appointees, employees, or officials over whom this public body 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 Myrna R. Whitworth, Chair; David F. Bufter, Vice Chair; Debra S. Borden; Nick Diaz; Gary V. Fearnow; Tom Lynch; and Roger A. Wilson. Also in attendance for a portion of the meeting: President Elizabeth Burmaster, Secretary/Treasurer of the Board.

The Board reviewed closed session minutes from May 18, 2016 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.

On a motion made by Trustee Wilson and seconded by Trustee Diaz, the Board approved the minutes 6-0-1, as presented, with Tom Lynch abstaining.

The Board discussed the performance evaluation of an employee.

Action was taken to properly document the evaluation in the employee's personnel file.

The Board agreed to review a proposed amendment to the employee's employment agreement.

The Chair called for a motion to return to open session.

RETURN TO OPEN SESSION

The motion was made by Trustee Diaz to return to open session at 9:45 p.m. in the Chris T. Matthews Board Room (A201). The motion was seconded by Trustee Bufter and unanimously approved by the Board.

ACTION ITEM

Approval of Amendment to Employment Agreement – Chair Whitworth presented this item. The Trustees discussed an amendment to President Burmaster's Employment Agreement, to amend Section 1.b. to extend the term of her contract by three years by revising the ending date for her term of employment from June 30, 2019 to June 20, 2022.

Chair Whitworth called for a motion.

On a motion made by Trustee Bufter and seconded by Trustee Wilson, the Board unanimously approved the amendment to President Burmaster's Employment Agreement, as presented.

ADJOURNMENT

The meeting adjourned at 10:03 p.m.

NEXT MEETING

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