

**BOARD OF TRUSTEES  
FREDERICK COMMUNITY COLLEGE**

**November 15, 2017  
Regular Meeting**

The Board of Trustees of Frederick Community College met in regular session on Wednesday, November 15, 2017 in the Chris T. Matthews Board Room (A201). In attendance: Trustees David F. Bufter, Chair; Debra S. Borden; Nick Diaz; Dr. John Molesworth; and Roger A. Wilson. Also in attendance: President Elizabeth Burmaster, Secretary/Treasurer of the Board; Education Liaison Janice Spiegel; Kari Melvin, Recording Secretary; Dr. Gregory Coldren, Chair, Faculty Association; Jack Jenkins, Chair, Support Personnel Association; Administrative Staff Association Executive Committee members Leslie Puzio and Sarah Radinsky; Evan Evans, Chair, College Senate; Linda Silva, Vice President (VP) of Administration, Student Government Association; Dana McDonald, VP for Finance and Human Resources; Dr. Wayne Barbour, VP for Learning Support; Dr. Tony Hawkins, Provost/VP for Academic Affairs; Jerry Boyd, Special Assistant (SA) to the President for Institutional Effectiveness; John Wichser, Chief of Operations (COO); Joseph McCormick, Chief Information Officer (CIO); Dr. Alanka Brown, Associate Vice President (AVP)/Dean of Career Programs; Vanessa Lovato, Director of Nursing Education; and other members of the College and staff.

**CALL TO ORDER**

The meeting was called to order by Board Chair David Bufter at 7:00 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 October 18, 2017 regular meeting of the board.

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

## **PUBLIC PRESENTATIONS**

**Reading of Resolution for Trustee Wilson** – Board Chair Bufter stated that this is the last Board meeting for Trustee Roger A. Wilson. He congratulated Trustee Wilson on his election to the City of Frederick Board of Aldermen. Trustee Wilson has resigned his position on the FCC Board of Trustees effective December 13, 2017, as he will be sworn in as an Alderman on December 14, 2017 and is unable to simultaneously serve on two governing boards per state law. Chair Bufter presented Trustee Wilson 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 Roger A. Wilson 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 Roger A. Wilson 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 David F. Buffer, Chair, Board of Trustees, and Elizabeth Burmaster, President.**

**Chair Buffer then presented a Governor's Citation issued to Roger A. Wilson from Governor Hogan on behalf of the State of Maryland and read the following text of the citation into the record:**

***Governor of the State of Maryland, to ROGER A. WILSON, Greetings:***

***Be it Known: That on behalf of the citizens of this State, in recognition of your distinguished service and contributions as a valued member of the Frederick Community College Board of Trustees ... in appreciation of your dedicated efforts on behalf of the residents of Frederick County; and as the people of Maryland join together in expressing our great respect, admiration and sincere best wishes for continued success,***

***we are pleased to confer upon you this Governor's Citation Given Under My Hand and the Great Seal of the State of Maryland, this 15<sup>th</sup> day of November Two Thousand and seventeen.***

**The citation was signed by Governor Lawrence J. Hogan, Jr., Lt. Governor Boyd K. Rutherford, and Secretary of State John C. Wobensmith.**

**President Burmaster then presented Trustee Wilson with a crystal trophy in recognition of his years of service.**

**Trustee Wilson thanked everyone and remarked that his time as a Trustee has been a wonderful experience. He added that much has been accomplished that he is proud of and he will miss serving on the Board.**

### **PRESIDENT'S MONTHLY REPORT**

**President Burmaster announced that the latest issue of Frederick Magazine includes a feature article on FCC titled "Beyond the Classroom." It focuses on how FCC provides hands-on experiences to prepare students for the real world and highlights specific career-orientated programs including accounting, building trades, respiratory care, and the Hospitality, Culinary, and Tourism Institute. She thanked Communications Coordinator Caroline Cole, who was in attendance at the meeting, and recognized Executive Director for Workforce Training Patricia Meyer and Program Managers Elizabeth DeRose, Chuck LoSchiavo, Mike Martin, and Rhonda Patterson for telling the FCC story well and identifying students in their classes to be interviewed.**

**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 the kickoff of the FCC Foundation Annual Campaign with Visit Day; that approximately 160 students from nine FCPS high schools attended Cyber Day; the 18<sup>th</sup> Annual Life After Middle School event; the Self-Help Family Law Clinics being held by the FCC Paralegal Program, in partnership with the Circuit Court for Frederick County; and the recent lockdown drill. She then stated that the second annual FCC Employee Wellness Fair was a great success and she thanked AVP for**

Human Resources, Maryrose Wilson, and all who contributed to the planning. President Burmaster added that she and Chair Bufter recently attended the Maryland Association of Community Colleges (MACC) Board of Directors meeting and the 2018 MACC Legislative Agenda was adopted.

### **INFORMATION/DISCUSSION ITEMS**

**Fiscal Year 2017 Institutional Effectiveness Report** – SA Boyd presented this item.

The FY 2017 Institutional Effectiveness (IE) Report was distributed to the Trustees in their meeting packets. SA Boyd overviewed the structure of the report, which supports the alignment of institutional mission, goals, and assessment emphasized by the Middle States Commission on Higher Education and the Maryland Higher Education Commission. The report highlights planning, budgeting, and assessment activities across the College that are formally measured, documented, and confirmed annually through several general processes: Regional Accreditation, Federal and State Reporting, Academic Program Review, Course Level Assessment, Non-Academic Program Review, and assessment of the Goals in the College 5-year strategic plan, “FCC 2020.” The focus of the FY 2017 IE Report is on presenting measures and outcomes that are standard state and federal metrics of IE, as well as other outcomes the College has accomplished that have not been covered in compliance reporting. The report will be posted on the College website.

Chair Bufter commented on the richness of data in the report and that it was organized in a way that was easy to understand. He complimented the use of tables and the analyses provided with them.

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

**Nursing Accreditation Site Visit Update** – Dr. Alanka Brown, Associate Vice President (AVP)/Dean of Career Programs provided background information on the

**Nursing Program at FCC, which is one of the most popular and highly enrolled programs at the College. The Nursing Program undertakes an in-depth self-study under the direction of the Accreditation Commission for Education in Nursing (ACEN) every eight-years. It was initially accredited in February 2005 and reaccredited in 2010. An accreditation site visit is scheduled for February 13-15, 2018.**

**Vanessa Lovato, Director of Nursing Education, overviewed the process of accreditation. The self-study report is in its final stages and will be submitted to ACEN and the Maryland Board of Nursing by December 15. The visiting team will examine program documents and data, observe classroom instruction, visit clinical sites, and interview members from all constituencies. The Nursing Program will be evaluated on six standards: Mission and Administrative Capacity; Faculty and Staff; Students; Curriculum; Resources; and Outcomes. The Maryland Board of Nursing will also be on campus. An agenda for the ACEN accreditation site visit was provided. The ACEN Commissioners will meet in July 2018 and will make their own independent professional judgment about compliance with the Standards and Criteria, as well as ensure the consistent application of the Standards and Criteria in the program. A decision for accreditation will be made at this meeting and the FCC Nursing Program will receive a decision letter.**

**VP Hawkins recognized and thanked nursing faculty member Joann Doherty for coordinating the accreditation process.**

**The Trustees encouraged regular communication and as many updates as necessary to keep them informed during this process. Chair Bufter expressed the importance of successful accreditation processes.**

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

## **ACTION ITEMS**

### **Approval of CIP and County Capital Budget Request FY 2019 – FY 2024 – COO**

Wichser presented this item. The College is required every year to submit its capital improvements program (CIP) and capital budget request for the next six years, to the County for review and budget approval. This request is reflective of the College Facilities Master Plan and was developed to use funds to revitalize and repurpose existing spaces. It also incorporates the deferred maintenance program and items will be addressed as we move through each building renovation. The projects requested include renovation/addition to Building E, Linganore Hall (Building L), and the Athletics Center (Building D); reconfiguration of space in Annapolis Hall (Building A); ADA repairs and upgrades campus wide; several roof repairs/replacements; mechanical/electrical/plumbing systems upgrades; exterior building door and window replacements and façade maintenance; as well as other deferred maintenance backlog items and ongoing miscellaneous renovations. The request also includes technology upgrades and equipment, as well as PeopleSoft upgrades.

The College Capital Improvements Program and County Capital Budget Request for FY 2019 – FY 2024 is approximately \$59 million, and includes County funding just under \$44 million.

*On a motion made by Trustee Wilson and seconded by Trustee Molesworth, the Board unanimously approved the CIP and County Capital Budget Request FY 2019 – FY 2024, as presented.*

**Approval of Award Recommendation – RFB #18-OPS-01 Snow Removal Services to Barrick and Sons, LLC** – COO Wichser presented this item. Bids were requested from

**general contractors interested in providing snow removal services. The objective of the request for bids (RFB) was to select a general contractor to provide snow removal services, beginning with the fall/winter 2017-2018 season, on a time and materials basis, as described in the RFB. Through the coordination of the College Operations Team, the selected contractor will be responsible for clearing parking lots and main campus roadways in the priority schedule provided on the day of the weather event, dependent on College class schedules, need for use of the Children's Center, any scheduled Athletics Center use or games, and the extent of the weather forecast at the time of the decision to begin main campus clearing operations. The areas on main campus requiring these services were included in the specification package.**

**A formal RFB was advertised on eMaryland Marketplace and posted to the College Bid Board. A pre-bid conference was held at the main campus to review the project scope of work with potential bidders and address any questions. Four vendors attended the pre-bid conference. Bid package proposals were received from three bidders. However, one bid was deemed non-responsive. Barrick and Sons, LLC was the low responsive bidder. The proposed award amount, not-to-exceed \$60,000.00, is within the College approved operating budget for snow removal services (15-302107 / Snow Removal).**

**COO Wichser recommended approval to award RFB #18-OPS-01 for Snow Removal Services to Barrick and Sons, LLC, as presented.**

**Trustee Borden proposed increasing the not-to-exceed amount by \$25,000.00 so that this item would not need to come back to the Board of Trustees for approval if costs exceed \$60,000.00, citing safe walkways and parking being of the utmost importance.**

*On a motion made by Trustee Borden and seconded by Trustee Diaz, the Board unanimously approved to award the contract for snow removal services to Barrick and Sons, LLC in the not-to-exceed amount of \$85,000.00.*

**Approval of Award Recommendation – RFP #18-LS-01, ASL Interpreting Services to Sign Language USA as the Primary Supplier and HIS Sign as the Secondary Supplier –**

VP Barbour presented this item. The College solicited proposals from agencies interested in providing American Sign Language (ASL) Interpreting Services on an as-needed basis. The objective of the request for proposals (RFP) was to select an ASL Interpreting Services agency to facilitate communication with d/Deaf or hard of hearing students, employees, and visitors at FCC. This includes ASL interpreting for both credit and non-credit courses, activities and events, and miscellaneous assignments for the College. Services will be provided on the main campus of FCC and the Monroe Center, as well as other specified locations off-College premises for FCC classes or other College-sponsored events or programs. All contracted services will include live interpreting, not remote video interpreting.

A formal RFP was advertised on eMaryland Marketplace and posted to the College Bid Board. A pre-proposal conference was held to review the project scope of work and address questions. Eight agencies attended the pre-proposal conference. An addendum to the proposal was posted on the College Bid Board. Proposals were received from eight agencies. However, three proposals were deemed non-responsive. The proposals were evaluated for technical merit and cost. Sign Language USA was determined to be the low responsive bidder and HIS Sign the second low responsive bidder. The RFP provided for multiple awards in the best interest of the College. To adequately meet the needs of the

College, a minimum of two ASL Interpreting Services agencies are required. The low responsive bidder will be the primary (first contacted) agency with the second low responsive bidder providing services as needed. The initial term of the contract will be for eighteen months, beginning January 1, 2018 and ending June 30, 2019, with the option of four one-year renewals, provided that service has been satisfactory, funds are available, and the agency has been in compliance with contract requirements. Contract prices are to remain fixed through June 30, 2019.

VP Barbour recommended approval to award RFP #18-LS-01 for ASL Interpreting Services to Sign Language USA as the primary supplier and HIS Sign as the secondary supplier.

*On a motion made by Trustee Borden and seconded by Trustee Wilson, the Board unanimously approved to award contracts for ASL interpreting services to Sign Language USA as the primary supplier and HIS Sign as the secondary supplier, as presented.*

**Approval of Award Recommendation – RFP #18-IT-01, Switch Upgrade Services to Convergence Technology Consulting, LLC in the amount of \$238,307.00 – CIO**

McCormick presented this item. The College solicited proposals from companies interested in providing switch upgrade services. The purpose of the request for proposals (RFP) was to solicit proposals from qualified contractors to migrate the currently installed HP switch environment to new HP switches (including removal of old units and the configuration, testing, and installation of new units) already acquired by the College. Also included is the acquisition, configuration, and installation of new Uninterruptable Power Supply (UPS) units to replace old units. UPS units will provide battery backup power for newly installed switches as well as existing phone cabinets and the public announcement (PA) systems.

**Project management is included for a phased implementation. As the College operates classes during normal business hours, the majority of the project will occur during evening or weekend hours. New switches and UPS units will be installed in all 13 buildings on the main campus. The Monroe Center switches and UPS units were replaced as part of the recent renovation project.**

**A formal RFP was advertised on eMaryland Marketplace and posted to the College Bid Board. A pre-proposal conference was held to address questions and conduct a site survey. An addendum to the proposal was posted on the College Bid Board. Proposals were received from two companies. After evaluating the proposals for technical merit and cost, Convergence Technology Consulting, LLC was recommended for the award based on the results of the overall combined scores. The cost of this purchase is \$238,307.00 and funds are available in the CIP Budget, 85-800125-8000300.**

**CIO McCormick recommended approval to award RFP # 18-IT-01 for Switch Upgrade Services to Convergence Technology Consulting, LLC in the amount of \$238,307.00.**

*On a motion made by Trustee Wilson and seconded by Trustee Molesworth, the Board unanimously approved to award the contract for switch upgrade services to Convergence Technology Consulting, LLC, as presented.*

**Approval of Protection of Personally Identifiable Information Policy and Procedures – CIO McCormick presented this item. The College is committed to protecting the personally identifiable information (PII) of all students, staff members, and any other individual whose PII is collected by the College. This Protection of PII Policy and Procedures is comprehensive in that it establishes overarching standards that affect a wide**

range of student and personnel records, information technology, and financial processes. It identifies related College policies and procedures that are associated with the overarching protection of PII. In addition, the evaluation of new requests and periodic reviews by the Senior Leadership Team ensure compliance with the policy. Requests for PII use require approval of the CIO and/or VP for Finance and Human Resources.

CIO McCormick recommended approval of the Protection of PII Policy and Procedures, as presented.

*On a motion made by Trustee Molesworth and seconded by Trustee Wilson, the Board unanimously approved the Protection of PII Policy and Procedures, as presented.*

**Approval of Nominations for Emeritus and Distinguished Status for 2017 –**

President Burmaster presented this item. Emeritus and Distinguished Status may be awarded to retired or deceased administrators, faculty, or support personnel who served the College for more than 10 years. Members of the Faculty Association, Administrative Staff Association, and Support Personnel Association affinity groups can nominate eligible individuals annually. The Senior Leadership Team selects from affinity group recommendations those who will be forwarded to the Board of Trustees for approval. The following individuals are being recommended for approval: faculty Barbara Angleberger and Dennis Little for Emeritus Status; administrator Mary Scire for Emeritus Status; and support personnel John Brashears, Mary Garst, Harriette Mathews, and Yasmin Shikari for Distinguished Status.

President Burmaster recommended Board approval of the 2017 Emeritus and Distinguished Status nominations, as presented.

*On a motion made by Trustee Wilson and seconded by Trustee Borden, the Board unanimously approved the 2017 Emeritus and Distinguished Status nominations, as presented.*

**TRUSTEE COMMENTS**

Trustee Borden stated that she will miss Roger Wilson on the Board and she thanked him for his service. President Burmaster and the other Trustees echoed her comment.

**ADJOURNMENT**

*The regular meeting adjourned at 7:50 p.m.*

**NEXT MEETING**

The next regular meeting of the Board will be held on Wednesday, January 17, 2018 at 7:00 p.m. in the Chris T. Matthews Board Room (A201).

**Elizabeth Burmaster  
Secretary/Treasurer**

Prepared by Kari Melvin  
Office of the President  
Frederick Community College