

**BOARD OF TRUSTEES
FREDERICK COMMUNITY COLLEGE**

**September 12, 2018
Regular Meeting**

The Board of Trustees of Frederick Community College met in regular session on Wednesday, September 12, 2018 in the Chris T. Matthews Board Room (A201). In attendance: Debra S. Borden, Chair; Dr. John Molesworth, Vice Chair; Ellis Barber; Nick Diaz; Gary Fearnow; Carolyn Kimberlin; and Tom Lynch. Also in attendance: President Elizabeth Burmaster, Secretary/Treasurer of the Board; Education Liaison Janice Spiegel; Kari Melvin, Recording Secretary; Natalie Bowers, Chair, Faculty Association; Administrative Staff Association Executive Committee member Heather Hinkle; Evan Evans, Chair, College Senate; Kyle Dineen, President, Student Government Association (SGA); Dana McDonald, Vice President (VP) for Finance; 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); Laura Mears, Associate Vice President (AVP), Enrollment Services; Jerry Haynes, AVP/Dean of Students; Kathy Francis, Executive Director of Emergency Management Programs; Dr. Gohar Farahani, Executive Director for Planning and Institutional Effectiveness; and other members of the College and staff.

CALL TO ORDER

The meeting was called to order by Board Chair Debra Borden at 7:00 p.m. The Chair recognized the Affinity Group representatives and others present. She commented on the joint meeting with the Frederick County Public Schools (FCPS) Superintendent and

Board of Education that occurred just prior to this meeting, noting that FCC has a great partnership with FCPS and works very closely with them to benefit students.

APPROVAL OF MINUTES

The Chair called for approval of the minutes of the August 15, 2018 board conversation and regular meeting of the board.

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

PRESIDENT'S MONTHLY REPORT

President Burmaster also commented on the annual meeting with FCPS and she expressed thanks to the staff of both organizations. The discussion provided an update on dual enrollment and new directions related to career pathways. President Burmaster and Dr. Alban reaffirmed their commitment to the partnership providing college credit to high school students by signing an updated memorandum of understanding.

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 that the Partnership to Achieving Student Success (PASS) Program marked the end of its summer session with a completion ceremony on August 17. She added that the PASS Program began with a grant and Trustees later committed to operational funds to continue the program. It has led to significant student success and has now supported nearly 400 students. The Kids & Teens on Campus program was extended to eight weeks this year and had over 2,500 registrations. The New Student and Parent Convocation was held on August 24 and President Burmaster provided a welcome. She added that SGA President Dineen gave a

great speech at the event. Christine Ross, President & CEO of the Maryland Chamber of Commerce, met with AVP for Continuing Education and Workforce Development Patricia Meyer, Executive Director of Emergency Management Programs Kathy Francis, and President Burmaster to discuss workforce development and apprenticeships. FCC will be joining the Maryland Chamber. President Burmaster continued that FCC is looking forward to working with Rick Weldon, who has been named the new President & CEO of the Frederick County Chamber. She then reported that the first group meeting of the Strategic Advisory Team (SAT) was held on September 4 and workgroups were formed around each of the 2018-2019 Annual Strategic Priorities established by the Board of Trustees. The SAT workgroups will provide updates and progress reports to the Board during the Board Conversation at the November 14, 2018 and May 15, 2019 meetings. President Burmaster stated that she attended the Institute for Learning in Retirement (ILR) fall social on September 6. Trustee Diaz was in attendance as an ILR instructor. ILR registration is currently at 670 for the fall program. The first drill on the main campus for the fall semester was held on September 6 and over 2,000 staff and students assembled at their evacuation locations. President Burmaster then noted upcoming events, including FCC College Night on October 3, the Moving Mountains Speaker Series kicking off in October, and the FCC Alumni Picnic on October 6.

INFORMATION/DISCUSSION ITEMS

FY19 Updates to the IT Strategic Plan – CIO McCormick presented this item. In FY18, an annual strategic priority was established by the Board for the development of a College IT Strategic Plan. The plan was developed through the efforts of the Senior Leadership Team, Technology Advisory Committee, and IT Team. The IT Strategic Plan has been reviewed and updated to reflect new FY19 action items.

The five-year IT Strategic Plan includes seven strategic directions along with associated action items. These strategic directions do not change during the five years the plan is in place. Action items will change as they are completed and others are added.

CIO McCormick detailed the additions to the IT Strategic Plan that Board members received in their meeting packet. He answered questions regarding the student logon requirement by spring 2019 semester and the review of the College printing environment. The intent of the student logon requirement is to secure their information. A username and password will be required to log on to most locations rather than the generic logon used now. The change will be communicated to students. The review of the College printing environment is to conduct an analysis of the contracts currently in place and identify cost savings. Ideas will be brought to the Board in the spring.

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

MHEC Mission Statement Review – SA Boyd presented this item. The Annotated Code of Maryland requires public colleges and universities to review their mission statements and submit their board approved statements to the Maryland Higher Education Commission (MHEC) for review every four years. MHEC is charged under Sections §11-302 through §11-303 of the Annotated Code of Maryland with reviewing the board approved mission statements and ensuring that the mission statements are in line with the current Maryland State Plan for Postsecondary Education.

At the July 28, 2018 Board of Trustees retreat, the President presented the mission statement articulated in the current College five year strategic plan “FCC 2020,” which was reviewed and affirmed by the Board for the next two years. The Board directed that in FY 2020, the College undergo a comprehensive strategic planning process that includes a

review of the mission of the College and participation by a broad representation of the College and the community.

SA Boyd overviewed the report that Board members received in their meeting packet. The report serves to provide MHEC with the approved College mission statement and to support MHEC in its review of the College mission in relation to the 2017-2021 Maryland State Plan for Postsecondary Education: Student Success with Less Debt. The report is comprised of four sections: Mission Statement, Institutional Identity, Institutional Capabilities, and Institutional Objectives and Outcomes. Many members of the College community contributed to the development of each section of the report and SA Boyd thanked those who were in attendance. The report highlights the innovative programs and initiatives the College has developed in support of student access to its programs, their success in achieving the educational goals that brought them to FCC, and the ways the College works to make their education more affordable. The report is due to MHEC by September 28, 2018.

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

Overview of the Mid-Atlantic Center for Emergency Management (MACEM) –
Executive Director Francis presented this item. The FCC MACEM was established in 2010 and is an education and training center specializing in emergency preparedness, planning, and partnerships. The MACEM leverages its unique position at the intersection of academic discipline and practitioner application to provide innovative learning environments to FCC students and nationwide audiences through contract, grant, and cooperative partners. Academic offerings include two options for the Associate of Applied Science in Emergency Management, Track I – FEMA Independent Study and Track II –

Residency Pathway; Emergency Management Certificate; Specialized Letters of Recognition; and the Registered Apprenticeship Program. Additionally, MACEM is the sole provider of college credit for the FEMA Emergency Management Institute Independent Study Program. Executive Director Francis detailed grant funding and alternative funding through prior learning assessment and contracts to develop and deliver coursework, curriculum, and training. From FY 2010 through FY 2018, the MACEM provided over \$13 million in alternative funding to FCC. In addition, other services the MACEM provides include gap analysis on complex attacks, mitigation services, and the creation of lesson plans. The MACEM holds a week-long Summer Institute each year to provide professional development to Maryland Homeland Security and Emergency Preparedness (HSEP) high school teachers, which is open to all interested public safety educators. The MACEM serves diverse audiences and includes disaster-affected cities, all Maryland counties, and all 10 FEMA regions. Online degree completion options are open even to those deployed overseas. Student testimonials are heavily tracked to assist in the development of content.

There was discussion regarding the creation of the MACEM at FCC. Executive Director Francis was initially hired to administer the prior learning assessment contract in place to review FEMA coursework and then was given the charge to develop an entrepreneurial center. The Trustees thanked her for her leadership.

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

ACTION ITEMS

Approval of Grant-Funded Sole Source Procurement: Contract with Tidal Basin Government Consulting, LLC in an amount not to exceed \$498,700.00 for Consulting

Services (Focus Area 1: Housing) related to the FEMA National Training and Education Division (NTED), Continuing Training Grants (CTG) Program (contingent upon award to FCC) – Provost/EVP Hawkins presented this item. FCC/MACEM seeks the subject matter expertise and consulting services of Tidal Basin Government Consulting, LLC to support the development of training sponsored by the FEMA National Training and Education Division (NTED), Continuing Training Grants (CTG) program. Execution of a contract with Tidal Basin Government Consulting, LLC for these services is contingent upon receipt of a grant award by FCC. MACEM has assessed the capabilities of existing FCC resources and concluded that subject matter expertise must be procured to address the specific requirements of the grant opportunity.

The proposal responds to Focus Area 1: Housing, for a three-year performance period. The total proposed budget is \$2,228,414.00, with up to \$498,700.00 budgeted for contracted services to be provided by Tidal Basin Consulting, LLC. Award of the grant is anticipated on October 1, 2018.

Provost/EVP Hawkins recommended approval of the sole source procurement to Tidal Basin Government Consulting, LLC, in an amount not to exceed \$498,700.00, contingent upon receipt of the grant award from the FEMA National Training and Education Division (NTED), Continuing Training Grants (CTG) program by the College.

On a motion made by Trustee Diaz and seconded by Trustee Barber, the Board unanimously approved the sole source procurement to Tidal Basin Government Consulting, LLC, as presented.

Approval of Grant-Funded Sole Source Procurement: Contract with Tidal Basin Government Consulting, LLC in an amount not to exceed \$683,200.00 for Consulting

Services (Focus Area 3: Economic Recovery) related to the FEMA National Training and Education Division (NTED), Continuing Training Grants (CTG) Program (contingent upon award to FCC) – Provost/EVP Hawkins presented this item. FCC/MACEM seeks the subject matter expertise and consulting services of Tidal Basin Government Consulting, LLC to support the development of training sponsored by the FEMA National Training and Education Division (NTED), Continuing Training Grants (CTG) program. Execution of a contract with Tidal Basin Government Consulting, LLC for these services is contingent upon receipt of a grant award by FCC. MACEM has assessed the capabilities of existing FCC resources and concluded that subject matter expertise must be procured to address the specific requirements of the grant opportunity.

The proposal responds to Focus Area 3: Economic Recovery, for a three-year performance period. The total proposed budget is \$2,493,547.00, with up to \$683,200.00 budgeted for contracted services to be provided by Tidal Basin Consulting, LLC. Award of the grant is anticipated on October 1, 2018.

Provost/EVP Hawkins recommended approval of the sole source procurement to Tidal Basin Government Consulting, LLC, in an amount not to exceed \$683,200.00, contingent upon receipt of the grant award from the FEMA National Training and Education Division (NTED), Continuing Training Grants (CTG) program by the College.

On a motion made by Trustee Diaz and seconded by Trustee Molesworth, the Board unanimously approved the sole source procurement to Tidal Basin Government Consulting, LLC, as presented.

Approval of the 2018 Performance Accountability Report to MHEC – SA Boyd presented this item. The 2018 Performance Accountability Report (PAR) was distributed to

the Trustees in their meeting packet. State law mandates that governing boards of each postsecondary institution submit to the Maryland Higher Education Commission (MHEC) a performance accountability plan and an annual report on the progress toward the goals of that plan.

MHEC requested that the PAR this year contain a narrative discussing progress made toward its benchmarks and goals as they align with the 2017-2021 Maryland State Plan for Postsecondary Education (MSP). In addition, the report should briefly highlight the College participation with the community it serves. MHEC has also requested that all colleges include a distinct subsection this year that addresses the efforts they have made related to closing the achievement gap. The MSP has three main goals: Access, Success, and Innovation, and these goals are to focus on the outcome of “student success with less debt.” The PAR is organized around these goals and the important outcome of affordability. It provides data and describes efforts that support the commitment of the College to the goals and objectives of the MSP, as well as the College strategic plan “FCC 2020.”

In addition to approving the overall PAR, two new benchmarks included in the report require Board approval: Successful-persister rate after four years for Asian students, and the Graduation-transfer rate after four years for Asian students. The 2016 PAR marked the beginning of a new five-year reporting cycle for the accountability report. In the 2016 report, the College established new 2020 benchmarks for 57 out of 59 indicators that were approved by the Board of Trustees in October 2016. At that time, FCC did not set benchmarks for these two indicators based on the MHEC guideline of “not reporting data for groups with fewer than 50 students in the cohort.” The Asian student cohort

representation has reached more than 50 students for two consecutive cohorts, and the College is now required to establish the two benchmarks. After reviewing trend data for student performance, the College recommends using the same benchmarks for Asian students that have been established for all other students. The new benchmarks will be 81% for Successful-persister rate after four years for Asian students, and 66% for Graduation-transfer rate after four years for Asian students.

SA Boyd introduced Executive Director Farahani to answer questions. There was discussion regarding the significant increase in online credit enrollment. The number reported represents the number of enrollments, not individual students. The definition for this indicator is that 50% or more of the course content is delivered online. The Trustees would like Jurgen Hilke, Executive Director, Center for Distributed Learning, to be invited to a future meeting to provide an update on online instruction. There was discussion regarding the requirement to report on closing the achievement gap for minority students. This information was requested from all Maryland community colleges by MHEC this year because across the state students of color are performing at a lower rate than Caucasian students. The FCC data shows that students of color were less prepared at the time of placement testing. This is why FCC revised its developmental program a few years ago to make it more efficient, effective, and economical. It is also being prioritized in the Academic Master Plan, looking at more innovative programs and cultural competence in curriculum development. There was then discussion regarding the graduate satisfaction rate with job preparation. This data fluctuates because of the low response rate. The survey is designed by MHEC with the help of the Maryland Community College research group and is usually deployed about a year and a half after graduation by mail and email. Many

times the students have moved or are not using the same email address. The other community colleges in the state experience the same issue. The best indicator for the value of the education offered by FCC is in wage growth of occupational program graduates. It is not survey based. The information is provided by the Jacob Francis Institute and social security numbers are matched with employment data for an accurate number. In FY 2017, median income one year prior to graduation was \$16,653. It increased by almost \$27,000 three years after graduation, to \$43,624.

SA Boyd recommended approval of the two new benchmarks of 81% for Successful-persister rate after four years for Asian students, and 66% for Graduation-transfer rate after four years for Asian students, and approval of the 2018 PAR. The report is due to MHEC by October 1, 2018.

On a motion made by Trustee Fearnow and seconded by Trustee Kimberlin, the Board unanimously approved the new benchmarks and the 2018 Performance Accountability Report, as presented.

Approval of Award Recommendation – RFP #19-FS-01 Executive Search Services to RH Perry and Associates in the amount of \$48,000.00 – VP McDonald presented this item. The College recently solicited proposals from qualified firms to provide Executive Search Services, with focus on the search for the VP for Human Resources. The College anticipates hiring the VP for Human Resources on or before July 1, 2019, but the initial contract duration is up to one year and may be renewed for up to two additional 12 month periods.

A formal request for proposals (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. Five firms attended the pre-proposal conference. An addendum to the RFP was posted on the College Bid Board. Proposals were received from ten firms. However, four proposals were deemed non-responsive. The remaining six technical proposals were reviewed by the evaluation committee. Four firms were short-listed and selected to present oral presentations and submit price proposals. RH Perry and Associates was recommended for the award based on the results of the overall combined scores. They submitted a responsive proposal with a fixed price of \$48,000.00 for the initial contract period, which does not include additional reimbursable expenses, such as travel. The costs for the Executive Search Services are included in the College operating budget.

VP McDonald recommended approval to award RFP #19-FS-01 for Executive Search Services to RH Perry and Associates in the amount of \$48,000.00.

On a motion made by Trustee Lynch and seconded by Trustee Fearnow, the Board unanimously approved the award to RH Perry and Associates, as presented.

Approval of Piggyback Contract with Microsoft for State and Local Government – Premier Support Services in the amount of \$44,436.00; Piggyback of the Maryland Education Enterprise Consortium (MEEC) Contract #U8720739 – CIO McCormick presented this item. The College needs to procure a service agreement with Microsoft to aid in ongoing support of the Microsoft Windows Server and Desktop operating systems, Microsoft security software systems, and Microsoft applications. This service agreement provides the College with a dedicated Technical Account Manager (TAM) contact within Microsoft and includes a single year of support. The TAM provides a streamlined

mechanism for College IT to receive support assistance for technical issues and is able to escalate as appropriate within other teams at Microsoft.

Funds for this purchase are available in the CIP budget 85-800125-8000300.

CIO McCormick recommended approval of the use of the Maryland Education Enterprise Consortium (MEEC) Contract # U8720739, with Microsoft for Premier Support Services in the amount of \$44,436.00.

On a motion made by Trustee Molesworth and seconded by Trustee Kimberlin, the Board unanimously approved the piggyback contract with Microsoft, as presented.

TRUSTEE COMMENTS

Trustee Lynch commented that he really enjoyed the opportunity to meet with FCPS. He continued that dual enrollment is critical to both FCPS and FCC and he intends to arrange a visit to a high school to observe the program in action, adding that he sees it as both an educational tool for himself and to reinforce how important it is to the College.

Chair Borden stated that all Trustees will be informed of the opportunity for a high school visit once a date is identified. She affirmed that dual enrollment is an important connection for FCC and FCPS which sets Frederick County apart, putting students on the right track to gainful employment and/or to fulfill their educational dreams. Chair Borden continued that everyone is provided the opportunity and students who qualify for free and reduced meals can take dual enrollment courses at no cost.

ADJOURNMENT

The regular meeting adjourned at 8:18 p.m.

NEXT MEETING

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