

**BOARD OF TRUSTEES
FREDERICK COMMUNITY COLLEGE**

**September 13, 2017
Regular Meeting**

The Board of Trustees of Frederick Community College met in regular session on Wednesday, September 13, 2017 in the Chris T. Matthews Board Room (A201). In attendance: Trustees David F. Bufter, Chair; Myrna R. Whitworth, Vice Chair; Debra S. Borden; Nick Diaz; Tom Lynch; Dr. John Molesworth; and Roger A. Wilson. Also in attendance: President Elizabeth Burmaster, Secretary/Treasurer of the Board; Kari Melvin, Recording Secretary; Dr. Gregory Coldren, Chair, Faculty Association; Jack Jenkins, Chair, Support Personnel Association; Administrative Staff Association Executive Committee member Leslie Puzio; Evan Evans, Chair, College Senate; Julie Yagodich, Student Government Association President; Dana McDonald, Vice President (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. Gohar Farahani, Executive Director of Assessment and Research; Dr. Debra Ellis, Associate Professor, Chemistry; Mary Mogan-Vallon, Associate Professor, Math; and other members of the College and staff.

CALL TO ORDER

The meeting was called to order by Board Chair David Bufter at 7:30 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 August 16, 2017 board conversation and regular meeting of the board.

On a motion made by Trustee Lynch and seconded by Trustee Wilson, 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 noted that it has been a great start to the fall semester, and that the welcome back event was a beautiful gathering of our diverse student body. The event also featured Support Personnel Association Chair Jack Jenkins and his band.

INFORMATION/DISCUSSION ITEMS

Faculty in Action Week – Dr. Debra Ellis and Mary Mogan-Vallon provided a presentation on Faculty in Action Week, which will be October 16 through 19, 2017. The faculty are inviting the Trustees to class visits during the week and co-curricular and academic events throughout the semester. The idea came from former Faculty Association Chair, Dr. Marshall Botkin, who had prioritized connecting different parts of the College community. Current Faculty Association Chair, Dr. Gregory Coldren, solicited volunteers for a committee to organize the events. A schedule was distributed to the Trustees.

The Trustees will contact faculty and staff directly to let them know which events they will participate in.

ACTION ITEMS

Approval of the 2017 Performance Accountability Report to MHEC – SA Boyd

presented this item. The 2017 Performance Accountability Report (PAR) was distributed to the Trustees in their meeting packets. 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.

In 2016, MHEC requested that all community colleges in Maryland submit new benchmarks based on a revised PAR guideline. The College followed a rigorous and collaborative process to set the benchmarks for all applicable indicators. The FY 2020 benchmarks were approved by the Board of Trustees and submitted to MHEC.

MHEC requested that the PAR this year include an assessment of the progress toward each of the benchmarks and goals in the 2013 Maryland State Plan for Postsecondary Education, impacts the College has had in the community, and efforts the College has made to contain costs. The performance indicators measured for this report fall under five categories: Quality and Effectiveness; Access, Affordability, and Completion; Diversity; Innovation; and Economic Growth and Vitality. The metrics in the PAR outline progress toward, or completion of, the benchmarks set for FY 2020, and will guide future efforts at the College. When these metrics have been assessed in FY 2020, the final outcomes will inform development of the College strategic plan for 2020 through 2025.

SA Boyd recommended approval of the 2017 Performance Accountability Report. The report is due to MHEC by October 1, 2017.

On a motion made by Trustee Lynch and seconded by Trustee Molesworth, the Board unanimously approved the 2017 Performance Accountability Report, as presented.

The Trustees commented that the report was well-prepared and that the statistics are meaningful.

Approval of Award Recommendation – RFB #18-FP-03 – Monroe Center Security Cameras – COO Wichser presented this item. Bids were requested from qualified vendors to provide and install equipment for the security cameras at the Monroe Center. The scope of work includes furnishing and installing 17 IP Axis video cameras with five-year warranties, 24 port POE switches, a network video recorder, and video management software with mobile access and unlimited remote stations. The contractor shall remove and dispose of the existing security camera system and all of its components, including, but not limited to: cameras, cabling, DVR, rack and equipment. The College shall have the first right of refusal and may want to retain some of the components. Installation is scheduled for October through November, 2017.

Notices for Requests for Bids (RFB) were advertised on eMaryland Marketplace and posted to the College Bid Board. A pre-bid conference was held at the Monroe Center to review the project scope of work with potential bidders and address any questions. Twenty-one vendors attended the pre-bid conference. Bid package proposals were received from six bidders. However, two bidders were deemed non-responsive. Intertech Security was the low responsive bidder, with a total bid price of \$28,930.00. The proposed award amount is within the College approved CIP budget for this project (85-800040-8000122 / Monroe Reconfiguration).

COO Wichser recommended approval to award RFB#18-FP-03 to Intertech Security in the amount of \$28,930.00.

On a motion made by Trustee Wilson and seconded by Trustee Whitworth, the Board unanimously approved to award the contract for Monroe Center security cameras to Intertech Security, as presented.

Approval of Piggyback Contract with Dell in the amount of \$46,444.02; Piggyback of the Maryland Education Enterprise Consortium (MEEC) Contract #UMD-972016 for All-in-One Computers – CIO McCormick presented this item. The College needs to replace 42 PCs in H250 and H260, identified as well beyond their useful lifecycle of five years (installed in 2009). Quotes were obtained through the Maryland Education Enterprise Consortium (MEEC) agreement from multiple vendors. It was determined that the quote from Dell provides the lowest cost for the College. The cost of this purchase is \$46,444.02 and funds are available in the CIP Budget, 85-800004-8000004.

CIO McCormick recommended approval of the use of the Maryland Education Enterprise Consortium Contract #UMD-972016 for this purchase.

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

TRUSTEE COMMENTS

Chair Bufter recognized Kari Melvin for her participation in the Frederick County Chamber Leadership Frederick Class this year and said that he is proud to have her representing the College. President Burmaster congratulated Trustee Wilson on winning the City of Frederick primary election race for alderman.

ADJOURNMENT

The regular meeting adjourned at 8:01 p.m.

NEXT MEETING

**The next regular meeting of the Board will be held on Wednesday, October 18, 2017
at 7:00 p.m. in Room MC 104 at the Monroe Center.**

**Elizabeth Burmaster
Secretary/Treasurer**

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