

**BOARD OF TRUSTEES
FREDERICK COMMUNITY COLLEGE**

**January 9, 2017
Board Budget Workshop
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; and Roger A. Wilson; Also in attendance: President Elizabeth Burmaster, Secretary/Treasurer of the Board; Education Liaison Janice Spiegel; Dana McDonald, Vice President (VP) for Finance and Human Resources; and Kari Melvin, Recording Secretary.

Board Chair Whitworth opened the meeting at 5:53 p.m.

President Burmaster welcomed everyone to the informal workshop. She stated that the figures presented this evening are just a scenario and noted that funding from Frederick County and the state of Maryland will not be known until much later in the process.

VP McDonald overviewed the budget process and what the College may include in a preliminary budget estimate for FY 2018.

VP McDonald detailed the priorities of the FY 2018 budget which are to:

- 1. Create an FY 2018 Operating Budget which supports the FCC 2020 Strategic Plan.**
- 2. Provide affordable tuition and fees for students.**
- 3. Reduce reliance on contract revenue.**
- 4. Provide a cost of living adjustment to all employees.**
- 5. Utilize existing resources through reallocation.**

The Trustees expressed support for the following to be included in the development of the preliminary FY 2018 operating budget:

- An increase to in-county tuition of 0.84%, which equates to \$1/credit, and an increase to out-of-county/out-of-state tuition of 1%.**
- An increase in the consolidated service fee of \$1.12/credit.**
- An increase in the student activity fee of \$1/credit up to 10 credits.**
- \$685,867 in COLA and FICA increases.**
- \$407,625 estimated increased cost of benefits. Estimate at 6% increase. No figures yet from Cigna.**

- **\$410,204 in Strategic Initiative Request Details.**

The FY 2018 Preliminary Operating budget will be presented to the Board at the February 15 Board meeting for approval. Upon approval of the FY 2018 Preliminary Operating Budget by the Board of Trustees, a request for funding will be submitted to the County Executive by February 17. The College will participate in a public hearing with the County Executive regarding the budget request in March.

The meeting was adjourned at 6:35 p.m.

**Elizabeth Burmaster
Secretary/Treasurer**

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