

**BOARD OF TRUSTEES
FREDERICK COMMUNITY COLLEGE**

April 19, 2017

Board Conversation

Chris T. Matthews Board Room (A201)

In Attendance:

Trustees Myrna R. Whitworth, Chair; David F. Bufter, Vice Chair; 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; Dana McDonald, Vice President (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); Dr. Jurgen Hilke, Executive Director, Center for Distributed Learning; Dr. Kelly Trigger, Associate Vice President (AVP), Center for Teaching and Learning; Maryrose Wilson, AVP for Human Resources; Kristi Waters, Office Manager for Career Programs and Internship Coordinator; Godfrey Ssenyonga, student intern; and Kari Melvin, Recording Secretary.

Prior to the Board Conversation, the Board of Trustees attended a reception in the Catoctin Hall Atrium for Emeritus and Distinguished Status Honorees. A new wall plaque was recently installed with the names of Emeritus and Distinguished Status recipients.

Board Chair Whitworth opened the meeting at 6:15 p.m.

Dr. Hilke distributed a handout titled “Learning Online: Where Quality Meets Convenience.” He overviewed statistics for online and hybrid course offerings, noting that enrollment for online courses has consistently increased year after year and about one-third of enrolled FCC students take only online courses. This is a sizeable cohort that needs attention and student services since they do not come on campus. Dr. Hilke gave an overview of the development of online courses over the past 20 years. The goal of increasing access for students has been achieved. Work is being done to address the issue of affordability through the Open Educational Resource (OER) project and the development of “z” courses, which have no required textbook purchase.

AVP Wilson overviewed the formation of the FCC Wellness Committee. Its membership stemmed from volunteers of the Wellness Task Force, who assessed whether to go out to bid for the College health insurance and served as a review team for the RFP. She then detailed the written FCC Wellness Update distributed at the meeting. Highlights included the fall and spring activity challenges, the first annual wellness fair, workshops and

webinars offered, employee fitness classes, participation in a wellness consortium with Frederick County and the City of Frederick, an employee interest survey to guide wellness offerings, the creation of an FCC POWER Facebook page, and screening/wellness activities planned during open enrollment in May.

Ms. Waters provided an Internship Program Report for summer 2015 through spring 2017. She stated that since summer 2015, there have been 171 enrollments at 101 different sites. There was an overall increase of 28% in internship enrollment from summer 2015 to spring 2017. There was an enrollment increase of 39% from fall 2015 to fall 2016; a decrease of 18% from spring 2016 to spring 2017; and a decrease of 20% from summer 2015 to summer 2016. Part of the decreases may be due to students who are eligible for an internship, but do not pursue one because it is not required. Most internships are paid. A survey was implemented to gauge the success rate of students gaining employment at their internship sites in fall 2016. Out of responses received from 21 employers, 48% indicated they hired the student intern. Two employers who did not hire a student intern noted that they would have if they had an opening.

Student Godfrey Ssenyonga provided a presentation on an internship he recently completed at Medigen Pharmaceuticals. He detailed his responsibilities and noted that the experience was helpful because it enabled him to take what was learned in class and translate it to work in the field.

President Burmaster then introduced Dr. Judy Staveley. The National Science Foundation and the American Association of Community Colleges has named FCC as one of 10 community college finalists for the third annual Community College Innovation Challenge. Mr. Ssenyonga is a member of the team and Dr. Staveley served as faculty mentor. The FCC team was chosen for the “Recycled Solar Stations for Energy” project, which aims to build a better bio-solar cell by changing the materials used in bio-solar cell creation. President Burmaster and the Trustees congratulated Dr. Staveley and Mr. Ssenyonga.

Copies of the materials presented at the Board Conversation are available from the President’s Office.

The meeting was adjourned at 7:00 p.m.

**Elizabeth Burmaster
Secretary/Treasurer**

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