

**BOARD OF TRUSTEES
FREDERICK COMMUNITY COLLEGE**

**June 20, 2018
Board Conversation
Chris T. Matthews Board Room (A201)**

In Attendance:

Trustees Myrna R. Whitworth, Vice Chair; Debra S. Borden; Nick Diaz; Tom Lynch; and Dr. John Molesworth. Former Trustee Roger A. Wilson's position has been filled by Mr. Ellis Barber, who was unable to attend. Also in attendance: President Elizabeth Burmaster, Secretary/Treasurer of the Board; Education Liaison Janice Spiegel; Dana McDonald, Vice President (VP) for Fiscal Services/Auxiliaries; Dr. Wayne Barbour, VP for Learning Support; 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); Dr. Kenneth Urban, Interim EVP for Finance and Human Resources; Dr. Gregory Coldren, Chair, Faculty Association (FA); Natalie Bowers, Chair-Elect, FA; Administrative Staff Association Executive Committee members Britney Carter (outgoing), Heather Hinkle, Peter Lee, Jennifer Moxley (outgoing), Sarah Radinsky, and Danielle Stoffer; Jack Jenkins, Chair, Support Personnel Association; Evan Evans, Chair, College Senate; Edmund O'Meally, PK Law, College legal counsel; Kari Melvin, Recording Secretary; and other members of the College and staff.

Board Vice Chair Whitworth opened the meeting at 6:02 p.m.

Edmund O'Meally, College legal counsel from PK Law, led a discussion regarding the role of an ombudsman at FCC. He presented information on a number of models, including the University of Maryland University College, the University System of Maryland, and Montgomery College. Key principles of an ombudsman office were overviewed, with the goal being to provide an informal, neutral, confidential setting where individuals can come express concerns and seek guidance and assistance for resolving workplace disputes. He advised the Board to look at what other colleges are doing and whether the processes they have established have been successful. Another consideration is funding and whether the ombudsman would be a new full-time employee vs. an independent contractor. Mr. O'Meally referenced the document *Nuts and Bolts: Establishing and Operating a College or University Ombuds Office* from the International Ombudsman Association for the Trustees to review.

Mr. O'Meally then took questions from the Trustees. Topics included inviting a representative from one of the institutions in Maryland to a discussion; using Montgomery

College as a model as it appears to be most directly applicable; implementing an annual report to provide accountability; initially using an independent contractor; credentialing and finding someone who is trained and certified as a mediator; identifying the proper location for an ombudsman office on campus to maintain confidentiality; and budgeting.

Education Liaison Spiegel noted that Frederick County Public Schools looked at adding an ombudsman office in their budget this year and ultimately did not due to budget constraints.

The Board of Trustees will further discuss the possibility of an ombudsman at FCC at their retreat on July 28, 2018 in connection with the development of annual strategic priorities.

The meeting was adjourned at 6:31 p.m.

After the conclusion of the Board discussion, there was a request from an individual in the audience for those present to be allowed to express themselves on the topic of an ombudsman and related issues. The Trustees, legal counsel, and President Burmaster agreed to the request and comments were made. President Burmaster stated that she does her best to be an effective communicator and she apologized to anyone who she was not effective with in communicating.

**Elizabeth Burmaster
Secretary/Treasurer**

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