

**BOARD OF TRUSTEES
FREDERICK COMMUNITY COLLEGE**

April 18, 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 is currently vacant. 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. 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. Kenneth Urban, Interim Executive Vice President for Finance and Human Resources; Laura Mears, Associate Vice President (AVP) for Enrollment Services; Dr. Karen Wilson, Department Chair and Faculty, Computing and Business Technology; Dr. Kelly Trigger, AVP, Center for Teaching and Learning; Jessica Young, Assistant Director, Center for Distributed Learning; Jurgen Hilke, Executive Director, Center for Distributed Learning; Fred Hockenberry, Director, Bookstore; John Anzinger, Director of Facilities Planning; and Kari Melvin, Recording Secretary.

Board Vice Chair Whitworth opened the meeting at 6:00 p.m.

Provost/VP Hawkins, AVP Trigger, Dr. Wilson, and Ms. Young facilitated a discussion on the instructional aspects of open educational resources (OER), including Creative Commons, textbook affordability, and courses developed to date. With the goal of making college more affordable, FCC faculty and staff have sought methods to reduce textbook costs by exploring, adopting, adapting, and creating no-cost/low-cost textbooks and instructional alternatives. In fall 2016, Academic Affairs formalized these efforts through the OER Development Initiative. A timeline of OER development at FCC was provided.

A soft launch of OER and/or no/low-cost course sections is being implemented for fall 2018. An introduction to OER course has been developed for faculty. The next phase will focus on scalability and sustainability. OER development grants are being developed, as well as collaborative efforts with other institutions to reduce duplication of work.

VP McDonald addressed the impact on textbook revenue at the FCC Bookstore. Director Hockenberry prepared an analysis that estimates an \$85,000 impact on sales just for fall semester, with 36 courses impacted. Adjustments are being made to proactively plan for

these changes, including selling mobile devices and offering printed materials to supplement digital materials.

Director Anzinger then provided a presentation on the progress of capital improvements and deferred maintenance completed from January 2015 to-date, a review of the major building renovations currently underway, and the planned schedule of remaining building renovations to be completed within the current Facilities Master Plan Five Year Update 2017-2022. A copy of the presentation is available from the President's Office.

The meeting was adjourned at 6:53 p.m.

**Elizabeth Burmaster
Secretary/Treasurer**

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