

**BOARD OF TRUSTEES
FREDERICK COMMUNITY COLLEGE**

**August 16, 2017
Board Conversation
Chris T. Matthews Board Room (A201)**

In Attendance:

Trustees David F. Bufter, Chair; Myrna R. Whitworth, Vice Chair; Debra S. Borden; Tom Lynch; and Dr. John Molesworth. 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; David Croghan, VP for Continuing Education and Workforce Development; Dr. Wayne Barbour, VP for Learning Support; Jerry Boyd, Special Assistant (SA) to the President for Institutional Effectiveness; John Wichser, Chief of Operations (COO); Joseph McCormick, Chief Information Officer (CIO); Kimberly Duncan, Executive Director of Adult Education and Lifelong Learning; Angel Marshall, Program Administrator for Adult Education; Stephanie Landon, ESL Program Manager/Transition Specialist; Caroline Cole, Communications Coordinator; and Kari Melvin, Recording Secretary.

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

Adult Education and Lifelong Learning includes Adult Education – Maryland Department of Labor, Licensing, and Regulation (DLLR) Funded Programs; English as a Second Language – Continuing Education and Academic Program; the Institute for Learning in Retirement (ILR 55+); Youth Programs; and Personal Enrichment.

Executive Director Duncan provided a presentation on ILR programming and program outreach, the use of Cruickshank-Wolfe funds, recent efforts to engage the community, and program growth. Enrollment in ILR for FY 2017 was 1,826, an increase of 305 over FY 2016. Revenue increased by \$46,818. She then overviewed Youth Programming: Kids and Teens on Campus; Homeschool Enrichment Programming; SAT Prep Classes; the Schools Out! Program; and Weekend Enrichment. Enrollment for FY 2017 was 3,199, an increase of 538 over FY 2016. Revenue increased by \$51,877. Ms. Duncan discussed Personal Enrichment offerings. A new schedule is being rolled out for music lessons with monthly enrollment options. Changes were made in the Motorcycle Safety course that has resulted in the program running at 92% capacity so far this season. It is grossing roughly \$700 more per class than last year. A new program called Hullabaloo! is beginning this fall that provides in-person social networking experiences. Event categories are Food & Cooking, Wine & Whiskey, Do It Yourself, Photography & Design, Gardening, Art & Writing, and Experience Frederick.

Angel Marshall, Program Administrator for Adult Education provided a presentation on grant funded Adult Education and Family Literacy Services. FCC offers Adult Education, English as a Second Language, and the National External Diploma Program through funding from the DLLR. She overviewed the course offerings and locations and detailed the requirements for entering the program, student profiles and enrollment data, diploma recipients, and FY 2016 performance. Based on FY 2016 End of Year Reporting, FCC met projected performance measures for ABE (33%), ASE (50%), ESL (43%) and overall program performance (41%). Overall completion was up 4% from FY 2014. FCC partners with the Frederick Family Partnership to offer Adult Basic Education, Pre-Diploma, GED Preparation and ESL Classes; and with Frederick County Public Schools Family Literacy to provide ESL Classes at Rock Creek School.

Ms. Duncan addressed the FY 2018 competitive grant cycle, Workforce Innovation and Opportunity Act (WIOA) performance measures, and WIOA local alignment and implementation goals. FCC requested level funding from the previous fiscal year and was not only fully funded, but was awarded an additional \$18,768. She announced that she was selected by DLLR to represent the state at the National College Transition Network conference in Rhode Island in November 2017. During the conference, she and another grant representative will be working with the DLLR Adult Education Leadership team to develop a state model for the Integrated Education and Training (IET) requirements of WIOA. CEWD Professional Development funds were allocated to send Adult Education and ESL team members to the conference as well to attend the IET Institute and develop the program for FCC. Opportunities for FY 2018, including GED fast track course offerings, and student highlights were discussed.

Stephanie Landon, ESL Program Manager/Transition Specialist presented information on the redesign of the Academic ESL Program, the creation of the Targeted ESL Program, and new placement procedures. The changes increase equity and access, reduce costs and time for completion, and help students transition to achieve their goals. She reviewed the history of ESL programs at FCC, the new flow of ESL, changing demographics, partnerships with Frederick County Public Schools, and outreach.

Copies of the presentations are available from the President's Office.

The meeting was adjourned at 6:56 p.m.

**Elizabeth Burmaster
Secretary/Treasurer**

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