

**BOARD OF TRUSTEES  
FREDERICK COMMUNITY COLLEGE**

**November 14, 2018  
Board Conversation  
Chris T. Matthews Board Room (A201)**

**In Attendance:**

**Trustees Debra S. Borden, Chair; Dr. John Molesworth, Vice Chair; Ellis Barber; Nick Diaz; Gary Fearnow; Carolyn Kimberlin; and Tom Lynch. Also in attendance: President Elizabeth Burmaster, Secretary/Treasurer of the Board; Education Liaison Janice Spiegel; Dana McDonald, Vice President (VP) for Finance; 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); Melissa Bard, Interim VP for Human Resources; Laura Mears, Associate Vice President (AVP), Enrollment Services; Jerry Haynes, AVP/Dean of Students; Dr. Gohar Farahani, Executive Director for Planning and Institutional Effectiveness; Anne Scholl-Fiedler, Coordinator for Career Services; Dr. John Sheldon, Professor, Psychology; Adam Reno, Associate Chief Information Officer; John Anzinger, Director of Facilities Planning; Dr. Roy Church; and Kari Melvin, Recording Secretary.**

**Board Chair Borden opened the meeting at 6:00 p.m. She welcomed Dr. Roy Church, who is the consultant conducting the external review under the Annual Strategic Priority to enhance best practices in communication and employee relations.**

**The Board received updates from the Strategic Advisory Team (SAT) workgroups. They reported on progress made toward desired outcomes on the 2018-2019 Annual Strategic Priorities set by the Board of Trustees.**

**Annual Strategic Priority A – maximize opportunities for student success by creating new pathways in academic, continuing education, and workforce development programs – presented by Co-Chair Dr. Gohar Farahani.**

**Annual Strategic Priority B – enhance access to student services through the implementation of a new enrollment services model in the reconfigured Jefferson Hall – presented by Co-Chairs Anne Scholl-Fiedler and Laura Mears.**

**Annual Strategic Priority C – enhance best practices in communication and employee relations – presented by Chair Melissa Bard.**

**Annual Strategic Priority D – convene a College-wide Task Force that examines the process of decision-making at Frederick Community College and makes recommendations that lead to a governance process that is inclusive and participatory – presented by Chair Dr. John Sheldon.**

**Annual Strategic Priority E – implementation of and employee training on PeopleSoft upgrades that provide new capabilities, achieve greater efficiencies, and enable the College to review and improve existing business workflows – presented by Co-Chairs Adam Reno and Laura Mears.**

**Annual Strategic Priority F – implementation of Operations Team strategic objectives for renovation design, deferred maintenance, emergency preparedness, and collaboration – presented by Chair John Anzinger.**

**The Trustees commented on the great work being done by members of the SAT. It was noted that over 100 employees have volunteered to serve on the SAT workgroups.**

**Copies of the workgroup summaries are available from the President’s Office.**

**The meeting was adjourned at 6:59 p.m.**

**Elizabeth Burmaster  
Secretary/Treasurer**

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