

**BOARD OF TRUSTEES
FREDERICK COMMUNITY COLLEGE**

**November 15, 2017
Board Conversation
Chris T. Matthews Board Room (A201)**

In Attendance:

Trustees David F. Bufter, Chair; Debra S. Borden; Nick Diaz; Dr. John Molesworth; and Roger A. 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; 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); Kari Melvin, Recording Secretary; and other members of the College and staff.

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

The Board received updates from the Strategic Advisory Team (SAT) workgroups. They reported on progress made toward desired outcomes on the 2017-2018 Annual Strategic Priorities set by the Board of Trustees.

Annual Strategic Priority A – develop a 5-year Academic Master Plan that establishes Academic Affairs Team goals and priorities, guides program development and review, integrates facilities management, and identifies future initiatives – presented by Co-Chairs Dr. Alanka Brown, Dr. Kelly Trigger, and Dr. Brian Stipelman.

Annual Strategic Priority B – implement a new Enrollment Services Center in Jefferson Hall which utilizes best practices in delivery of student services to maximize recruitment, access, affordability, and student success – presented by Chair Laura Mears.

Annual Strategic Priority C – establish career and technical pathways for high school students to FCC certificates and industry credentials that lead to employment – presented by Co-Chairs Elizabeth Duffy and Andrew McClain.

Annual Strategic Priority D – optimize the partnership among Frederick County Workforce Services, WIOA partners, and FCC to create a more efficient local and regional workforce development system – presented by SAT workgroup members Dr. Renee Davis and Anne Scholl-Fiedler.

Annual Strategic Priority E – develop a 5-year College IT Strategic Plan which addresses hardware, software, and infrastructure needs to ensure optimal functionality within resource allocation – presented by Chair Adam Reno.

Annual Strategic Priority F – develop a comprehensive plan for emergency preparedness, crisis management, and continuity of operations which incorporates the use of best practices and training for all of the College community – presented by Chair Chris Sasse.

Annual Strategic Priority G – implement a sustainable business model in College auxiliaries which serves student and College needs – presented by Chair Peter Lee.

The Trustees commented on the great work being done by members of the SAT.

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

The meeting was adjourned at 6:45 p.m.

**Elizabeth Burmaster
Secretary/Treasurer**

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