

**BOARD OF TRUSTEES  
FREDERICK COMMUNITY COLLEGE**

**September 12, 2018**

**Joint Meeting with the Frederick County Public Schools Board of Education  
Spires Cafe at the Career & Technology Education Center (CTC)  
7922 Opossumtown Pike, Frederick MD 21702**

**In Attendance:**

*Frederick Community College* – Trustees Debra Borden, Chair; Dr. John Molesworth, Vice Chair; Ellis Barber, Nick Diaz; Carolyn Kimberlin; and Tom Lynch. Also in attendance: President Elizabeth Burmaster, Secretary/Treasurer of the Board; Joseph McCormick, Chief Information Officer; John Wichser, Chief of Operations; Dr. Tony Hawkins, Provost/Executive Vice President for Academic Affairs, Continuing Education, and Workforce Development; Jerry Haynes, AVP/Dean of Students; Dana McDonald, Vice President for Finance; Laura Mears, AVP, Enrollment Services; Patricia Meyer, AVP for Continuing Education and Workforce Development; Dr. Brian Stipelman, AVP/Dean of Arts & Sciences; Dr. Kelly Trigger, AVP/Center for Teaching and Learning; Dr. Molly Carlson, Assistant Dean, Arts & Sciences; Dr. Renee Davis, Assistant Dean, Career Programs; Kathy Francis, Executive Director of Emergency Management Programs; Elizabeth Duffy, Executive Director, Dual Enrollment; Jerry Boyd, Special Assistant to the President for Institutional Effectiveness; Andrew McClain, Dual Enrollment Specialist; and Kari Melvin, Executive Associate to the President & Board of Trustees.

*Frederick County Public Schools* – Board of Education (BOE) President Brad W. Young, BOE Vice President Dr. April F. Miller, and BOE members Colleen Cusimano, Dr. Ken Kerr, and Joy Schaefer; Dr. Theresa R. Alban, Superintendent; Dr. Mike Markoe, Deputy Superintendent; Paul Lebo, Chief Operating Officer; Dr. Kevin Cuppett, Executive Director, Curriculum, Instructions and Innovation; Dr. Keith Harris, Executive Director, Accelerating Achievement & Equity; Tracey Lucas, Executive Director, School Administration & Leadership; Diana Sung, Coordinator for Dual Enrollment; Kim Day, Coordinator for STEM PreK-12; Larry Steinly, Supervisor, EL; Kathy Gull, EL Achievement Specialist; and Lisa Fowler, Executive Assistant to the Board.

*Office of the Frederick County Executive* – Education Liaison Janice Spiegel.

Board of Education President, Brad W Young led the Pledge of Allegiance, and welcomed all attendees. Mr. Young thanked Ms. Margie Liddick and the students from the CTC culinary arts program for their hospitality. Mr. Young expressed appreciation for the joint partnership, recognizing that FCC is a leader in educational opportunities for students. Board of Trustees Chair, Debra Borden, thanked the Board of Education for hosting and expressed appreciation for those in attendance. Ms. Borden emphasized the commitments in place to work collaboratively for the betterment of all students.

**Self-Introductions:**

All in attendance introduced themselves.

**Career Pathways:**

Beth Duffy reviewed the Career Pathways' pilot that will begin fall 2019 at Frederick High. The FCC Strategic Advisory Team partnered with Frederick High's LYNX program to develop this initiative. Students will have the opportunity to earn a certification or industry credential from FCC. Ms. Duffy clarified that this program does not compete with the Career & Technology Center programs. She further elaborated that the program is open to 11<sup>th</sup> and 12<sup>th</sup> grade students. The expectation is that this program will be offered at all high schools upon the conclusion of the pilot.

**Dual Enrollment Update:**

Diana Sung provided an overview of the dual enrollment program.

- 36.2% of all 2018 FCPS graduates took one or more Dual Enrollment courses;
  - Over 40% at THS, LHS, OHS AND MHS (53.4%)
- The fall semester of 2018 has over 1,100 FCPS students registered for a Dual Enrollment course;
  - Over 900 in high school based courses
- Approval of 10 new high school instructors to teach Dual Enrollment.
- Over 90% of students participating in a focus group survey rated their Dual Enrollment experience a 4 or 5 on a 5-point scale;
- New CTC Courses: CAD Architecture, Homeland Security;
- Schools are taking the initiative to increase participation of underrepresented student groups.

Questions were answered by Ms. Sung, and included:

- Reaching underrepresented students in all high schools
- Transfer of credits
- Scheduling visits to view the program in action

Andrew McClain, FCC Dual Enrollment specialist, was introduced.

**Future Link:**

Kim Day presented on the STEM career conference for middle school students held at FCC. This program is 11 years strong. It is designed to get middle school students thinking about STEM careers. Community partners present workshops to the students with hands-on activities. The goal of the conference is to maintain the interest and enthusiasm of students for STEM prior to choosing high school courses in 8<sup>th</sup> grade. Over 900 students attend the conference annually with outstanding feedback being received. Ms. Day expressed appreciation to FCC for this collaboration and the wonderful facilities that the students get to enjoy.

**Dr. Theresa Alban and Elizabeth Burmaster signed a memorandum of understanding between FCPS and FCC for Dual Enrollment. They announced that FCPS and FCC have agreed to look into opportunities for high school students to achieve an associate degree while still in high school.**

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

**Elizabeth Burmaster  
Secretary/Treasurer**

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