

**BOARD OF TRUSTEES  
FREDERICK COMMUNITY COLLEGE**

**November 20, 2019  
Board Conversation  
Chris T. Matthews Board Room (A201)**

**In Attendance:**

**Trustees Dr. John Molesworth, Chair; Tom Lynch, Vice Chair; Ellis Barber; Nick Diaz; Gary Fearnow; and Carolyn Kimberlin. Also in attendance: President Elizabeth Burmaster, Secretary/Treasurer of the Board; Director of Education and Special Initiatives Janice Spiegel; Melissa Bard, Vice President (VP) for Human Resources; Ray Barnes, Interim Chief of Operations; Jerry Boyd, Special Assistant (SA) to the President for Institutional Effectiveness; Dr. Nora Clark, VP for Learning Support; Dr. Tony Hawkins, Provost/Executive Vice President (EVP) for Academic Affairs, Continuing Education, and Workforce Development (ACEWD); Joseph McCormick, Chief Information Officer (CIO); Dana McDonald, VP for Finance; Patricia Meyer, Associate Vice President (AVP) for CEWD; Dr. Sandy McCombe Waller, AVP/Dean of Health, Business, Technology & Science; Danielle Stoffer, Program Manager, Healthcare Careers and Administrative Staff Association (ASA) Executive Committee member; Dr. Kelly Trigger, Associate Vice President AVP, Center for Teaching and Learning; Dr. Molly Carlson, Assistant Dean, Liberal Arts; Chris Sasse, Director of College Safety & Emergency Preparedness; Jeff Hawk, Director of Health, Science, Technology, and Compliance; Scott Reece, Executive Director of Network Infrastructure & IT Security Officer; John Anzinger, Director of Facilities Planning; Brian Holt, Chair, Support Personnel Association (SPA); Jassbeck Ramirez, President, Student Government Association (SGA); Caroline Cole, Communications Coordinator; and Kari Melvin, Recording Secretary.**

**Board Chair Molesworth 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 2019-2020 Annual Strategic Priorities set by the Board of Trustees.**

**Annual Strategic Priority A – Implement the goals and priorities of the ACEWD Master Plan with a focus on enhancing student success and retention through high impact practices in teaching and learning was presented by Patricia Meyer and Dr. Sandy McCombe Waller.**

**Annual Strategic Priority B – Enhance communication and employee relations through the implementation of recommendations from the 2018-2019 internal Task Force, external**

review report, ombudsman feasibility study, and climate survey was presented by Danielle Stoffer.

**Annual Strategic Priority C – Use a comprehensive, inclusive, and participatory process with representatives from the College and the Frederick County community to develop a new five-year Strategic Plan which will serve the College from July 1, 2020 through June 30, 2025 was presented by Dr. Kelly Trigger.**

**Annual Strategic Priority D – Increase student access through the implementation of best practices in recruitment, persistence, retention, advising, scheduling, and affordability was presented by Dr. Nora Clark and Dr. Molly Carlson.**

**Annual Strategic Priority E – Create a safer and healthier workplace through the development and implementation of an Environmental & Health Safety Plan which ensures compliance with all state and federal regulatory bodies that oversee higher education. The plan will address ongoing training, education, employee development, compliance documentation, and record retention was presented by Chris Sasse.**

**Annual Strategic Priority F – Research, analyze, communicate, and implement needed network infrastructure upgrades in order to provide improved services, resiliency, and availability for critical IT systems was presented by Jeff Hawk and Scott Reece.**

**On behalf of the Senior Leadership Team and the Trustees, President Burmaster thanked everyone for their work. She added that this is really the heart and soul of FCC.**

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

**The meeting was adjourned at 6:39 p.m.**

**Elizabeth Burmaster  
Secretary/Treasurer**

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