

**BOARD OF TRUSTEES
FREDERICK COMMUNITY COLLEGE**

**April 17, 2019
Regular Meeting**

The Board of Trustees of Frederick Community College met in regular session on Wednesday, April 17, 2019 in the 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; Caroline Cole, Recording Secretary; Dr. Aaron Clayton, Chair, Faculty Association (FA); Administrative Staff Association (ASA) Executive Committee member Peter Lee; Taylor Ferraro, Secretary, College Senate; Brian Holt, Chair, Support Personnel Association (SPA); Kyle Dineen, President, Student Government Association (SGA); 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; Joseph McCormick, Chief Information Officer (CIO); Melissa Bard, VP for Human Resources; Jerry Haynes, Associate Vice President (AVP)/Dean of Students; Laura Mears, AVP, Enrollment Services; Erum Marfani, Assistant Professor, Math; and other members of the College and staff.

CALL TO ORDER

The meeting was called to order by Board Chair Debra Borden at 7:00 p.m. The Chair recognized the Affinity Group representatives and others present.

APPROVAL OF MINUTES

The Chair called for approval of the minutes of the March 20, 2019 regular meeting of the board.

On a motion made by Trustee Kimberlin and seconded by Trustee Molesworth, the Board unanimously approved the minutes, as presented.

PRESIDENT'S MONTHLY REPORT

President Burmaster thanked the individuals who participated in the Board Conversation earlier in the evening.

President Burmaster then gave highlights from her written report, which the Board members received in their meeting packet. Also included in the President's written report were the CIP Construction Projects Update and Enrollment Update. She announced that FCC will be honored with two awards during the Maryland State Department of Education 2019 Career and Technology Education (CTE) Awards of Excellence ceremony in Baltimore on April 23. The FCC Hospitality, Culinary, and Tourism Institute (HCTI) Program, led by Institute Manager Elizabeth DeRose, will receive the 2019 Outstanding CTE Program (Postsecondary) award. Kathy Francis, Executive Director of Emergency Management Programs, will receive the Outstanding Change Agent (Postsecondary) award. The awards are two of only 10 that will be given this year. President Burmaster noted that FCC was highlighted in the Campus Compact Mid-Atlantic's most recent publication, Model Programs 2019 – Equity and Inclusion, for the Parents Lead Program and the AmeriCorps VISTA project for English Learner Transition and Completion Initiative; FCC held a free information session for individuals interested in America's Promise Tech Connect on April 11; FCC students will present business plans to a panel of

judges as they compete to win scholarships provided by M&T Bank during the sixth annual Business Plan Contest on April 24; there were over 100 attendees at the FCC 6th Annual Athletics Hall of Fame Banquet on April 13; a Career Exploration Open House will be held at the Monroe Center on April 30 for attendees to learn more about career training opportunities at FCC; and the President’s Business Appreciation Awards Breakfast will be held on May 6 at 7:30 a.m. in the Cougar Grille.

INFORMATION/DISCUSSION ITEMS

FY 2018 Sabbatical Report – Erum Marfani discussed her recent sabbatical. She helped to create a Standard Outline for Honors Credits and an Alternative Credit Application for Honors Mentorship, created the “Culture of the Islamic World” course to be taught in the Institute for Learning in Retirement, and successfully researched how to write equations in mathematics in Arabic. Her written report is available from the President’s Office.

This item was presented for information only – no action was taken or requested.

Substantial Modification to the Computer Aided Design Operator Certificate – Provost/EVP Hawkins presented this item. The Computer Aided Design (CAD) Operator certificate is an existing certificate program requiring revisions. Today, CAD operators are drafters who use computer aided design systems to prepare drawings and blueprints. These documents guide the creation of many products including manufactured goods, buildings, and structures. This certificate program is being updated to ensure alignment with current industry and workforce trends.

The Curriculum Committee reviewed the CAD Operator certificate and approved modifications to remove three courses from the program and add three courses. CADT 110

is a new course that has been added to the program. CAD 200 has been removed from the program (the course number has changed to CADT 150 and it is still required in the Computer Aided Design Technology Area of Concentration and the Architectural Computer Aided Design certificate). CAD 205 and CAD 207 have been inactivated, and CADT 245 is a new course that has been added in their place. GISA 101 is an existing course that has been added to the program.

Although the total number of credits remained the same, the credits for each course removed and each course added are factored into the percentage change. When the changes in credits divided by the total credits in the old certificate are greater than 33%, it is considered a substantial modification by the Maryland Higher Education Commission (MHEC). The substantial modification requires the submission of a program proposal to MHEC for review and approval.

This item was presented for information only – no action was taken or requested.

Quarterly Financial Report – Period Ending March 31, 2019 – VP McDonald presented this item. She went through the report in detail with the Board. A copy of the report is available from the President’s Office.

There was a discussion about Open Educational Resources (OER), which is a lower-cost option that replaces the need for textbooks in some courses. Provost Hawkins and Board Chair Borden, among others, commented on how OER is a benefit for our students but decreases revenue for the Bookstore. It was also discussed that the need for OER will only grow in the future.

This item was presented for information only – no action was taken or requested.

Overview of Health Plan Benefits – VP McDonald presented this item. She detailed the health, dental, and vision insurance benefits provided to full-time regular administrators, full-time regular support staff, full-time faculty, full-time auxiliary staff, part-time regular administrators, and part-time regular support staff. A copy of the report is available from the President’s Office.

Trustee Gary Fearnow inquired about the healthcare opt-out option for employees, which led to a discussion.

This item was presented for information only – no action was taken or requested.

ACTION ITEMS

Approval of Renewal of FY 2020 Group Health, Prescription Drug, Dental, and Vision Insurance to Cigna and Employer/Employee Contributions – VP McDonald presented this item. An award to Cigna for the Group Health, Prescription Drug, Dental, and Vision insurance for eligible FCC employees was effective on July 1, 2016 based on RFP #16-HR-02. This award can be renewed annually for up to four additional years. It was renewed in FY 2018 and FY 2019. FY 2020 will be the fourth year with CIGNA under this award and the third additional renewal year.

The College will continue to offer two health insurance plans, which include a high deductible plan and an in-network plan. For FY 2020, the following changes to the Cigna Group Health and Prescription Drug, Dental, or Vision insurance plans are proposed: primary care physician copay increases from \$20 to \$25; specialist copay increases from \$30 to \$35; prescription generic remains at \$15; prescription preferred brand increases from \$30 to \$35; prescription non-preferred brand increases from \$50 to \$60; and emergency room copay increases from \$100 to \$250. Stop-loss Insurance is purchased by

employers with self-funded employee benefit plans to limit their claims exposure. Stop-loss takes effect after a certain claims threshold has been reached. The claims threshold will be increased to \$150,000 per claim in FY 2020. Currently, the claims threshold is \$100,000 per claim. The stop-loss insurance will cover any individual claims in excess of \$150,000.

For the high deductible plan, the College will continue to contribute to a Health Savings Account (HSA) for each enrolled employee. Historically, since the high deductible plan went into effect, the College has contributed to the HSA and also to the in-network plan.

Administration recommends continuing the opt-out incentive to employees who do not elect FCC health insurance coverage.

VP McDonald recommended approval to renew the group health, prescription drug, dental, and vision insurance plans with Cigna for FY 2020, approval to continue to provide the opt-out incentive, and approval of the employer/employee contributions to the plans, which the Board members received in their meeting packet.

On a motion made by Trustee Diaz and seconded by Trustee Lynch, the Board unanimously approved the renewal of the FY 2020 Group Health, Prescription Drug, Dental, and Vision Insurance to Cigna, the continued opt-out incentive, and employer/employee contributions, as presented.

Approval of FY 2020 Tuition Rates for the Carl and Norma Miller Children's Center – VP McDonald presented this item. In order to keep up with increases in compensation and inflationary adjustments of expenses, an increase is necessary for FY 2020. The rates are tiered for community members, faculty/staff, and students. These rates

will be effective July 1, 2019 and will be incorporated in the FY 2020 proposed budget that will be presented at the May Board of Trustees meeting.

In addition to these rates, the Children's Center also charges late pick up fees (varies depending on amount of time), a \$25 late payment fee, and a registration fee is charged at the beginning of each semester (September, February, and June). The registration fee is \$30 for one child or \$50 for more than one child. These fees will remain unchanged.

VP McDonald recommended approval of the FY 2020 tuition rates for the Carl and Norma Miller Children's Center, which the Board members received in their meeting packet.

On a motion made by Trustee Lynch and seconded by Trustee Barber, the Board unanimously approved the FY 2020 tuition rates for the Carl and Norma Miller Children's Center, as presented.

Approval of Award Recommendation – RFB #19-FP-08 Student Center Interior Painting, Flooring & Signage – VP McDonald presented this item in the absence of Chief of Operations (COO) Eric Shuler. The College recently requested bids from qualified general contractors for construction services related to the Student Center (Building H) Interior Painting, Flooring, and Signage project. The renovations are intended to provide improved facilities. The construction phase of the project is from May 30 through August 2, 2019, with final completion by August 2, 2019.

Bidders submitted a Base Bid as well as an Add Alternate price. The Add Alternate price includes the proposed total price to complete the painting work in rooms H101, H101A-F, H103 and H103A-B, and the flooring work in rooms H101, H101A-D, H101F,

H103 and H103A-B, as indicated in the Bid Documents. It is the intent of the College to award the Base Bid and the Add Alternate Price.

A formal request for bids (RFB) was advertised on eMaryland Marketplace and posted to the College Bid Board. A pre-bid conference was held at the main campus to review the project scope of work, address questions, and tour the project site. Nineteen firms attended the pre-bid conference. Two addendums to the RFB were posted on the College Bid Board. The College received 15 bids. However, six bids were deemed non-responsive. JB Contracting was the low responsive bidder with a Bid Price of \$210,686 and Add Alternate price of \$14,308 for a total of \$224,994. Funds for the proposed award amount are available in the following CIP budgets: Student Center, Deferred Maintenance, and FCC Systemics/Miscellaneous Renovations.

VP McDonald recommended approval to award RFB #19-FP-08 for Student Center Interior Painting, Flooring & Signage to JB Contracting in the amount of \$224,944. In addition, a 5% contingency of \$11,250 will be held in reserve by the College, and is not included in the awardee's contract. The contingency fee will cover any potential unforeseen conditions or other changes. Total proposed project cost is \$236,244.

On a motion made by Trustee Lynch and seconded by Trustee Molesworth, the Board unanimously approved the award to JB Contracting, as presented.

Approval of Award Recommendation – RFB #19-FP-12 Buildings A/B/C Flat Roof Replacement and Building H Repairs – VP McDonald presented this item in the absence of COO Shuler. The College recently requested bids from qualified general contractors for construction services related to the Buildings A/B/C Flat Roof Replacement and Building H Repairs project. For A/B/C, the work includes the demolition of the existing ballasted

membrane roof to the steel deck, and replacement in its entirety with a fully complete membrane roofing system for approximately 10,300 square feet of flat roof area (less mechanical equipment), with all associated appurtenances required to meet manufacturer warranty requirements. The building will remain occupied during construction and must remain watertight at all times. For the Building H repairs, the work includes the cleaning, repairs, and recoating of the existing Soprema two-ply SBS modified membrane roof with cap sheet, with all associated appurtenances as required to meet manufacturer warranty requirements. The building will remain occupied during construction and must remain watertight at all times. The renovations are intended to provide improved facilities. The construction phase of the project begins May 28, 2019, with completion by August 16, 2019.

Bidders submitted a Base Bid for the A/B/C work, a Base Bid for the Building H repairs, and an Add Alternate price for Building H gutter work. The Add Alternate price covers gutter work including labor, materials, and necessary equipment (lifts, etc.) to clean out all metal gutters, and repair leaking gutter seams utilizing a manufacturer recommended elastomeric liner. Liner will be added at all gutter seams and gutters will be adjusted as needed to provide proper drainage. It is the intent of the College to award both Base Bids and the Add Alternate.

A formal request for bids (RFB) was advertised on eMaryland Marketplace and posted to the College Bid Board. A pre-bid conference was held at the main campus to review the project scope of work, address questions, and tour the project site. Five firms attended the pre-bid conference. Two addendums to the RFB were posted on the College Bid Board. The College received three bids. RRH Associates was the low responsive bidder with a total bid price of \$462,355. Funds for the proposed award amount are available in

the following CIP budgets: Student Center, Building B Reconfiguration/Conversion, and FCC Systemics/Miscellaneous Renovations.

VP McDonald recommended approval to award RFB #19-FP-12 for Buildings A/B/C Flat Roof Replacement and Building H Repairs to RRH Associates in the amount of \$462,355. In addition, a 10% contingency of \$26,612 (Base Bid A/B/C) and a 5% contingency of \$8,216 (Base Bid H Repairs) will be held in reserve by the College, and is not included in the awardee's contract. The contingency fee will cover any potential unforeseen conditions or other changes. Total proposed project cost is \$497,183.

On a motion made by Trustee Barber and seconded by Trustee Kimberlin, the Board unanimously approved the award to RRH Associates, as presented.

Approval of Piggyback Contract with Life Safety Solutions Integrators (LSSI); Piggyback of the Fairfax County Public Schools (FCPS) Contract #4400007453 for Fire Alarm System Replacement for Buildings A, B, and C with Sub-Network Interface to S and E Buildings – VP McDonald presented this item in the absence of COO Shuler. The College is currently in the process of moving from a proprietary fire alarm system, to the Edwards EST3 system, which is non-proprietary, and will meet the current and future needs of the College. By moving to a non-proprietary system, our in-house Maintenance Technicians can be trained and system certified, which will result in faster, more responsive, and less expensive system repairs and maintenance. This project was also included in the SAT Update (Strategic Priority B), presented to the Board in May 2017, as part of the College six-year Deferred Maintenance Plan to address Life Safety needs.

Phase One of the project, which included replacement of the fire alarm systems in Buildings D, F, and L along with FireWorks and other backbone infrastructure in

Buildings H and P, was awarded to Life Safety Solutions Integrators (LSSI) at the Board of Trustees meeting in August 2018, utilizing the Fairfax County Public Schools contract #4400007453 (piggyback contract). Phase One is almost complete and Facilities Planning would like to move forward to Phase Two (replacing the fire alarm systems in Buildings A, B, and C, including the sub-network to Buildings S and E) utilizing the same piggyback contract and contractor (LSSI).

LSSI has provided a proposal for Phase Two, utilizing their pricing and services in the Fairfax County Public Schools contract #4400007453. Their proposal includes equipment, engineering, material, installation, labor, programming, testing, demolition of existing systems, performance and payment bonds, and permits for the complete installation of fully operational and code compliant voice evacuation fire alarm systems in Buildings A, B, and C. Buildings S and E will remain operational on the ETR Building S panel and integrated into the created sub-network. Funds for this project are available in the Deferred Maintenance CIP budget.

VP McDonald recommended approval of the use of the Fairfax County Public Schools (FCPS) Contract #4400007453 with LSSI for Phase Two - Fire Alarm System Replacement for Buildings A, B, and C, including the sub-network to Buildings S and E, in the amount of \$656,707.38, plus a 5% contingency of \$32,835.37 to cover any potential unforeseen or hidden conditions, at a total proposed project cost of \$689,542.75.

On a motion made by Trustee Barber and seconded by Trustee Molesworth, the Board unanimously approved the piggyback contract with LSSI, as presented.

Approval of Piggyback Contract with Dell, Inc. for Administrative and Instructional Computers in the amount of \$206,292.50; Piggyback of the Maryland

Education Enterprise Consortium (MEEC) Contract #UMD-972016 – CIO McCormick presented this item. As part of our lifecycle replacement plan for instructional and administrative computers, the College needs to replace 215 systems. The computer replacement schedule is based on the age of the computer and availability of vendor support.

CIO McCormick recommended approval of the use of the Maryland Education Enterprise Consortium Contract #UMD-972016, with Dell Inc. for the Dell instructional and administrative computers in the amount of \$206,292.50.

On a motion made by Trustee Kimberlin and seconded by Trustee Fearnow, the Board unanimously approved the piggyback contract with Dell, Inc., as presented.

TRUSTEE COMMENTS

Trustee Lynch commented on the wonderful dinner he, President Burmaster, and other Trustees enjoyed recently at 200 Monroe, the FCC student-run restaurant.

President Burmaster announced that FCC was selected to do a live Q&A with NASA Astronaut Christina Koch, who is aboard the International Space Station. Ms. Koch's sister, Dee Dee Johnsen, is a first-year student at FCC. The event will start at 3:15 p.m. on Tuesday, April 30 in the JBK Theater and is open to the public. The live Q&A will last about 25 minutes. Questions will come from our students. We plan to also livestream the Q&A on our website.

ADJOURNMENT

The regular meeting adjourned at 8:02 p.m.

NEXT MEETING

**The next regular meeting of the Board will be held on Wednesday, May 15, 2019 at
7:00 p.m. in the Chris T. Matthews Board Room (A201).**

**Elizabeth Burmaster
Secretary/Treasurer**

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