

**BOARD OF TRUSTEES
FREDERICK COMMUNITY COLLEGE**

**February 21, 2019
Regular Meeting**

The Board of Trustees of Frederick Community College met in regular session on Thursday, February 21, 2019 in the Chris T. Matthews Board Room (A201) [NOTE: This meeting was rescheduled from Wednesday, February 20, 2019 due to inclement weather]. In attendance: Trustees Debra S. Borden, Chair; Dr. John Molesworth, Vice Chair; Ellis Barber; Gary Fearnow; and Carolyn Kimberlin. Also in attendance: President Elizabeth Burmaster, Secretary/Treasurer of the Board; Education Liaison Janice Spiegel; Kari Melvin, Recording Secretary; Dr. Aaron Clayton, Interim Chair, Faculty Association (FA); 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); Eric Shuler, Chief of Operations (COO); Melissa Bard, Interim VP for Human Resources; Jerry Haynes, Associate Vice President (AVP)/Dean of Students; John Anzinger, Director of Facilities Planning; 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 January 7, 2019 budget workshop.

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

The Chair called for approval of the minutes of the January 16, 2019 board conversation and regular meeting of the board.

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

PRESIDENT'S MONTHLY REPORT

President Burmaster commented on the wonderful tour of Jefferson Hall during the Board Conversation this evening and she thanked Director Anzinger, the Information Technology Team, the Operations Team and COO Shuler, and the Learning Support Team. She added that the reconfiguration and renovation is beautiful. The College held an open house earlier today for the College community, which included tours and refreshments. A ribbon-cutting ceremony is scheduled for March 20, 2019 at 6:00 p.m. and leaders from throughout the community and individuals who have contributed to the success of the project are being invited.

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 was the CIP Construction Projects Update. She distributed a new, stunning publication from Marketing detailing the programs being offered in Lifelong Learning. She then announced that this year's Frederick Reads speaker is Cristina Henríquez, author of *The Book of Unknown Americans*. Ms. Henríquez will host two presentations, one at the Weinberg and one at FCC in JBK Theater.

Provost/EVP Hawkins then introduced the new AVP for Academic Affairs/Dean of Career Programs, Dr. Sandy McCombe Waller. Everyone welcomed Dr. McCombe Waller.

ACTION ITEMS

Approval of FY 2020 Proposed Operating Budget to be submitted to the County Executive – VP McDonald presented this item. Operating Revenue proposed for FY 2020 is \$56,259,409, which represents an increase of \$1,565,418 or 2.86% and includes \$19,254,505 from tuition and fees, \$11,154,005 in state funding, \$18,441,502 in county funding, and \$4,234,704 from other income. In keeping with the goal to keep college affordable for FCC students, the College proposes to keep the tuition increase minimal. An increase of \$3/credit for in-county tuition is proposed, which will increase in-county tuition from \$122/credit to \$125/credit. Also, there will be an increase of 2.46% to out-of-county per credit tuition rates and an increase of 2.46% to out-of-state per credit tuition rates.

An increase to the consolidated service fee from \$24.40/credit to \$25.40/credit is proposed. This will result in an additional \$82,887 to cover increased software costs.

An increase to the student activity fee from \$3.24/credit to \$3.34/credit is proposed. This will result in an additional \$9,598. This fee will continue to apply to the first ten credits.

Overall, the revenue from tuition and fees will decrease by \$70,039. All tuition and fees would be effective with the fall 2019 semester.

A request will be made to the Frederick County Executive for an additional \$1,065,000 to provide a 3% cost of living adjustment (COLA) increase to all College employees. This represents a 6.13% increase to the FY 2019 budget, not including in-kind contributions.

Any increase in expenditures is contingent upon revenue projections. Expenditures are currently projected to increase by \$1,565,418 or 2.86% over the FY 2019 budget and include a 3% COLA for all employees for a total of \$1,065,394. An increase in the College share of the cost of all employee benefits (excluding FICA) has been estimated at \$441,956. Other increases of \$58,068 are due to inflationary adjustments to software and an increase in the Board-required contingency fund reserve.

VP McDonald recommended approval of the FY 2020 Proposed Operating Budget for submission to County Executive Jan Gardner.

Chair Borden asked when the health insurance numbers will be available. VP McDonald answered that a meeting is scheduled for early March to review the claims history and to refine Cigna's proposal for any increases next year.

On a motion made by Trustee Molesworth and seconded by Trustee Barber, the Board unanimously approved the FY 2020 Proposed Operating Budget for submission to County Executive Jan Gardner, as presented.

Approval of Award Recommendation – RFB #19-FP-17 Student Center Lounge Furniture Replacement to Douron Inc. in the amount of \$65,096.09 – COO Shuler presented this item. The College recently requested bids from qualified firms to provide and install furniture in lounges and other spaces in the Student Center. Installation will occur during regular business hours while the building is occupied. The furniture installation will also be coordinated with the painting and carpeting of the same spaces, by a separate contractor. Installation is scheduled for June 1 to June 30, 2019.

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. Four firms

attended the pre-bid conference. An addendum to the RFB was posted on the College Bid Board. The College received four bids. However, one was deemed non-responsive. Douron, Inc. was the low responsive bidder with a bid price of \$65,096.09. Funds for the proposed award amount are available in the College approved operating budget for this project (15-302160 - Operations – Furniture & Equipment).

COO Shuler recommended approval to award RFB #19-FP-17 for Student Center Lounge Furniture Replacement to Douron, Inc. in the amount of \$65,096.09.

Trustee Barber asked about the quality of the furniture among bidders. Director Anzinger answered that the Space Planning Manager put together a consistent spec for competitive bidding.

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

Approval of Piggyback Contract with Extron for Audio Visual Control/Switching Systems (H Building classrooms) in the amount of \$42,452.70; Piggyback of the Maryland Education Enterprise Consortium (MEEC) Contract #TU-1901 – CIO McCormick presented this item. The IT Team, as part of the IT Hardware Upgrades – Lifecycle Management strategic direction within the College IT Strategic Plan, identify specific classrooms each fiscal year in need of technology upgrades. Ten classrooms in the H building have been identified for audio visual technology upgrades this academic year.

This request is for a piggyback of the Maryland Education Enterprise Consortium (MEEC) Contract #TU-1901 with Extron for Audio Visual Control/Switching Systems. The cost of the purchase is \$42,452.70 and funds are available in the CIP budget 85-800004-8000004.

CIO McCormick recommended approval of the use of the Maryland Education Enterprise Consortium (MEEC) Contract #TU-1901, with Extron for Audio Visual Control/Switching Systems in the amount of \$42,452.70.

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

Approval of Piggyback Contract with HCGI for Projectors, Projection Screens, and Document Cameras (H Building classrooms) in the amount of \$28,251.00; Piggyback of the Maryland Education Enterprise Consortium (MEEC) Contract #TU-1901 – CIO
McCormick presented this item. The IT Team, as part of the IT Hardware Upgrades – Lifecycle Management strategic direction within the College IT Strategic Plan, identify specific classrooms each fiscal year in need of technology upgrades. Ten classrooms in the H building have been identified for audio visual technology upgrades this academic year.

This request is for a piggyback of the Maryland Education Enterprise Consortium (MEEC) Contract #TU-1901 with HCGI for Projectors, Projection Screens, and Document Cameras. The cost of the purchase is \$28,251.00 and funds are available in the CIP budget 85-800004-8000004.

CIO McCormick recommended approval of the use of the Maryland Education Enterprise Consortium (MEEC) Contract #TU-1901, with HCGI for Projectors, Projection Screens, and Document Cameras in the amount of \$28,251.00.

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

TRUSTEE COMMENTS

President Burmaster thanked all of the Trustees present for being flexible and rearranging their schedules to attend the Board meeting this evening. It was important to get the proposed budget approved for submission to the County Executive.

Trustee Kimberlin commented on the meeting with the Frederick County Delegation on February 15, 2019. She continued that it was a great opportunity, the members of the Delegation seemed receptive to the needs of FCC, and it was nice for the new Trustees to meet each member of the Delegation. Chair Borden added that she felt the meeting was very beneficial and allowed for a productive conversation, including discussion of capital improvement projects. President Burmaster noted that an invitation is being sent to follow up on the Delegation's request for a luncheon meeting and tour on campus as in previous years.

ADJOURNMENT

The regular meeting adjourned at 7:24 p.m.

NEXT MEETING

The next regular meeting of the Board will be held on Wednesday, March 20, 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