

**BOARD OF TRUSTEES
FREDERICK COMMUNITY COLLEGE**

**January 16, 2019
Regular Meeting**

The Board of Trustees of Frederick Community College met in regular session on Wednesday, January 16, 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; Kari Melvin, Recording Secretary; Natalie Bowers, Chair, Faculty Association (FA); Dr. Aaron Clayton, Vice Chair, FA; Administrative Staff Association (ASA) Executive Committee members Sarah Radinsky and Peter Lee; Evan Evans, Chair, College Senate; Brian Holt, Chair, Support Personnel Association (SPA); Jesus Lopez, Vice President (VP) of Administration, Student Government Association (SGA); Dana McDonald, 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; Laura Mears, Associate Vice President (AVP), Enrollment Services; Jerry Haynes, AVP/Dean of Students; and other members of the College and staff.

CALL TO ORDER

The meeting was called to order by Board Chair Debra Borden at 7:07 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 November 14, 2018 board conversation and regular meeting of the board.

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

PRESIDENT'S MONTHLY REPORT

President Burmaster wished everyone a Happy New Year. She commented on the great discussion during the Board Conversation this evening and thanked all who participated.

President Burmaster introduced the new Chief of Operations, Eric Shuler, who joined FCC on January 14, 2019. Everyone welcomed COO Shuler.

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 noted that from July 1, 2018 through December 31, 2018, the FCC Foundation has received a total of \$320,327.02 in gifts from donors, foundations, corporations and employees for scholarships, student success, and program support at FCC. She added that this is the highest amount of gifts received in that time period and she congratulated the FCC Foundation and staff. President Burmaster also highlighted that she welcomed approximately 190 juniors from all ten Frederick County Public Schools high schools and the Career and Technology Center who attended the FCPS Second Annual Youth Apprenticeship Summit, hosted by FCC on December 19, 2018. Dr. Terry Alban, FCPS Superintendent, and Kelly Schulz, recently appointed Maryland Secretary of Commerce and former Department of Labor, Licensing, and

Regulation Secretary also brought greetings. She continued that she and Trustees Fearnow and Kimberlin visited Tuscarora High School to observe the high school based dual enrollment program on December 6, 2018. This was the second visit, arranged for those who were unable to attend on October 1, 2018. President Burmaster announced that she welcomed attendees to the Governor's Office of Small, Minority & Women Business Affairs Ready, Set, GROW! Procurement Connections Workshop, hosted by FCC on December 7, 2018. City of Frederick Mayor Michael O'Connor and Heather Gramm, Assistant Director, Frederick County Office of Economic Development also brought greetings. She noted the thank you letter received from Special Secretary Jimmy Rhee that indicated his office received rave reviews from 80 small business owners and entrepreneurs who attended the event. President Burmaster traveled with Trustee Carolyn Kimberlin, Provost/EVP Hawkins, CIO McCormick, VP McDonald, and Marsha Mason-Sowell, Counselor, Transfer Services to the University of Maryland Baltimore College on December 12, 2018 to meet with UMBC President Dr. Freeman Hrabowski and his staff. Dr. Hrabowski spoke at the Fall Convocation last year and FCC looks forward to a continued relationship with UMBC. She then reminded everyone of Spring Convocation on January 24, 2019 with a luncheon for Emeritus and Distinguished Status honorees to occur just prior.

INFORMATION/DISCUSSION ITEMS

Quarterly Financial Report for the Period Ending December 31, 2018 – 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 discussion regarding the formula used to calculate the indirect cost transfer from the auxiliaries to the College. It is based on approximately \$17 per square

foot being utilized by each of the auxiliary areas. An assessment was conducted with the prior Chief of Operations based on comparable space in Frederick and is not based on a standard that applies to retail or childcare in general. The amount is intended to account for overhead, including utilities and personnel.

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

Single Audit Report for the Period Ending June 30, 2018 – VP McDonald presented this item. The Single Audit is conducted to ensure that the College has complied with the types of compliance requirements that are applicable to each of its major federal programs for the year ended June 30, 2018. She stated the auditor’s opinion is that Frederick Community College complied, in all material respects, with the requirements that are applicable to each of its major federal programs for the year ended June 30, 2018.

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

Curriculum Actions for Board of Trustees Information – Provost/EVP Hawkins presented this item. He overviewed actions that have been approved by the Curriculum Committee.

The Cloud Computing Certificate is a new certificate within the existing STEM Technology A.A.S. degree program. The certificate prepares students with the knowledge and skills required to implement, adopt, and govern cloud computing systems. It covers the objectives of five professional certification exams: CompTIA A+, CompTIA Network+, CompTIA Cloud Essentials, Amazon Web Services (AWS) Certified Cloud Practitioner, and AWS Certified SysOps Administrator Associate. This certificate prepares graduates with career opportunities, including Computer Network Architect, Cloud Architect, Cloud

Specialist, Cloud Security Specialist, Cloud Computing & Network Associate, and Cloud Computing Engineer.

The Computed Tomography Certification Certificate is being discontinued. Due to prior discontinuance of the Nuclear Medicine Technology (NMT) program (A.A.S. degree and certificate), the Computed Tomography Certification Certificate, which was contained within the NMT program and was available to students who completed the NMT program, must now be discontinued as well. The Computed Tomography Certification remained available for students to declare until fall 2018, and it is anticipated those students who declared will complete the Certificate program by spring 2019.

The Computer Aided Design (Engineering) Technology Area of Concentration (AOC) is a new AOC within the existing STEM Technology A.A.S. degree program. The program is designed to prepare students for STEM careers in the Computer Aided Design and Engineering disciplines. This career pathway creates a robust pipeline into rewarding STEM careers and allows the student to be identified as an A.A.S. STEM major with an AOC. The AOC is an appealing curriculum option that will provide students with specialized training leading them to successful careers as technicians.

The Mass Communication Area of Concentration is a new AOC within the existing Arts and Humanities A.A. degree program. The program is designed to teach students to critically examine all types of media including film, television, advertising, journalism, and digital media to understand how it impacts, and is impacted by, society. Mass communication careers often require specific expertise, so this program offers concentrations of courses leading to applied knowledge in areas such as graphic design, digital video production, and technical communications. This concentration outfits the

student with practical knowledge to prepare students to continue media studies at other universities.

The Practical Nursing certificate was temporarily suspended for a period of three years in March 2016 and is now being reactivated. The decision to reactivate is in response to the growing need for skilled health care personnel who can provide care at the practical nursing level and are motivated to continue in the nursing profession in the state.

The Surgical Technology Certificate is being discontinued. The programmatic accrediting body, The Commission on Accreditation of Allied Health Education Programs, has approved a change in the minimum preparation requirement of Surgical Technology graduates. The minimum qualification requirement for graduates of a Surgical Technology program will be an associate degree. This change will become effective August 1, 2021. In an effort to be compliant with this request, the College will enroll the final cohort in our Certificate program during the spring 2020 semester. This cohort is expected to complete all required coursework and clinical requirements by December 2020. The College will continue to offer the Associate of Applied Science Degree in Surgical Technology.

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

ACTION ITEMS

Approval of Award Recommendation – RFP #19-FS-02 for Banking Services to BB&T – VP McDonald presented this item. The College recently solicited proposals from qualified banking institutions to provide banking services. The effective date of the contract is July 1, 2019. The initial contract duration is for five years and may be renewed for up to two additional one-year periods.

A formal request for proposals (RFP) was advertised on eMaryland Marketplace and posted to the College Bid Board. A pre-proposal conference was held to review the project scope of work and address questions. Four institutions attended the pre-proposal conference. An addendum to the RFP was posted on the College Bid Board. Proposals were received from three banking institutions. However, one proposal was deemed non-responsive. The remaining two technical proposals were reviewed by the evaluation committee. Two banking institutions were short-listed and selected to present oral presentations and submit price proposals. BB&T was recommended for the award based on the results of the overall combined scores. They submitted a responsive proposal with the required information as outlined in the RFP document. Their overall price based on FY 2018 volume of activity was the lowest.

VP McDonald recommended approval to award RFP #19-FS-02 for Banking Services to BB&T for the period July 1, 2019 through June 30, 2024 in accordance with the rates proposed in the RFP.

On a motion made by Trustee Diaz and seconded by Trustee Barber, the Board unanimously approved the award to BB&T, as presented.

Approval of FY 2020 Sabbatical Requests – Provost/EVP Hawkins presented this item. The recommended applicants are Dr. Aaron Clayton, English – half year (full pay); Dr. Lisa A. Hawkins, CBT – half year (full pay); Anne Hofmann, English – half year (full pay); and Shemica Sheppard, English – half year (full pay). The cost to cover a half-year sabbatical applicant’s teaching assignment for FY 2020 is \$13,564 per applicant (based on an adjunct rate of \$840 per credit and 7.65% FICA). Taken together, the cost to cover the four, half-year sabbaticals is \$54,256. Each applicant will have completed the required

minimum of six continuous years of service at the College by the time the sabbatical leave would begin, according to the Human Resources Office.

Provost/EVP Hawkins recommended Board approval of the FY 2020 Sabbatical Requests.

On a motion made by Trustee Diaz and seconded by Trustee Kimberlin, the Board unanimously approved the FY 2020 Sabbatical Requests, as presented.

Approval of Associate of Applied Science in Addictions Counseling – Provost/EVP
Hawkins presented this item. He acknowledged faculty member Natalie Bowers and thanked her for her work on the creation of this proposal. The Curriculum Committee has approved a proposal for a new 60-credit Associate of Applied Science degree in Addictions Counseling. The proposed Addictions Counseling program consists of all coursework and internship hours necessary for a graduate to apply to the Board of Professional Counselors and Therapists to become a Certified Associate Counselor – Alcohol and Drug (CAC-AD).

FCC currently offers a certificate and an area of concentration in Addictions Counseling as part of its A.A. in Social Sciences. While the A.A. degree is designed for transfer for students looking to earn more advanced degrees (which is required for further stages of licensure), the area of concentration did not have enough credits within the degree for students to complete an internship or all coursework necessary for state certification. This proposed degree includes all necessary requirements (ensuring that all courses are also eligible for financial aid). FCC is finalizing articulation agreements with Salisbury University and Stevenson University to accept all 60 credits in the proposed A.A.S. degree so students can qualify for licensure and seamlessly transfer. Salisbury offers their Social Work degree at the Hagerstown University Center, so students have a commutable option.

Upon statewide approval of the A.A.S. in Addictions Counseling, FCC would discontinue the current Addictions Counseling area of concentration within the A.A. in Social Science degree.

Provost/EVP Hawkins recommended approval to create the Associate of Applied Science in Addictions Counseling program. The proposal will then be submitted to MHEC for review and approval.

On a motion made by Trustee Molesworth and seconded by Trustee Barber, the Board unanimously approved the proposal to create the Associate of Applied Science in Addictions Counseling program, as presented.

Approval of Associate of Applied Science in Graphic Design – Provost/EVP

Hawkins presented this item. The Curriculum Committee approved a proposal for a new 60-credit Associate of Applied Science degree in Graphic Design. The proposed Graphic Design program consists of coursework, internship, and portfolio work needed for students to enter the professional workforce upon graduation. It is intended for students whose career goals are oriented toward the fields of graphic and publication design. This program emphasizes the conception, planning, and creation of visual solutions across multiple communication platforms. Program curriculum provides students with training in current software as well as design and communication strategies. Students will produce a portfolio of designs including print, web, photography, and presentation graphics.

It is proposed that the A.A.S. in Graphic Design replace the current Graphic Design Area of Concentration housed in the A.A. in Arts and Humanities. This is in response to concerns about transferability and a reflection of student usage and statewide trends. The curriculum includes very specialized coursework as well as internship and portfolio credits

that do not generally transfer well, if at all. In addition, most transfer schools within the Maryland state system offer Graphic Design as a credential within an Art degree rather than as a standalone degree in Graphic Design.

The proposed degree includes a reduced core and extra discipline credits, allowing students to take additional classes that can be customized to their personal interests and professional aspirations. At the same time, FCC will encourage students who wish to pursue a four-year degree in Graphic Design to either major in the A.A. in Arts and Humanities (which allows students to create a customizable degree focused in that broad area), possibly with a focus in the Art Concentration, or to select the A.A.S. degree with the understanding that some coursework may not transfer.

Upon statewide approval of the A.A.S. in Graphic Design, FCC would discontinue the current Graphic Design area of concentration within the A.A. in Arts and Humanities degree.

Provost/EVP Hawkins recommended approval to create the Associate of Applied Science in Graphic Design program. The proposal will then be submitted to MHEC for review and approval.

On a motion made by Trustee Lynch and seconded by Trustee Diaz, the Board unanimously approved the proposal to create the Associate of Applied Science in Graphic Design program, as presented.

Approval of Course Fee for ASLS 250 – ASL Immersion Experience – Provost/EVP Hawkins presented this item. American Sign Language Studies (ASLS) 250 is a one-credit weekend immersion experience for students learning American Sign Language (ASL). Students participate in a fully silent weekend where all communication is through ASL,

interacting with other students, faculty, and native ASL users. The experience will aid students in language acquisition, provide them with a valuable applied experience, and help prepare students for entry into the Sign Language Interpreting program.

The \$120 fee beyond the credit cost is for room/board/meals at the YMCA Camp Letts in Annapolis, Maryland for the three days of the course. The fee also includes an activity provided by the camp during the weekend, as well as beverages, snacks, and activity materials for the weekend.

Leslie Puzio, Assistant Professor, American Sign Language was in attendance and addressed questions from the Board. The immersion experience was developed as an alternative to internships, which are few for those learning to be an interpreter. The cost of this course, if approved as a course fee, can be covered under financial aid for those who are unable to afford it. Students may also seek Student Success Funds from the FCC Foundation.

Provost/EVP Hawkins recommended approval of a course fee of \$120 for the FY 2019 ASLS 250 course.

On a motion made by Trustee Lynch and seconded by Trustee Kimberlin, the Board unanimously approved the \$120 course fee for ASLS 250 for FY 2019.

Approval of Award Recommendation – RFB #19-HR-01 for Employment Background Investigation Screening Services to Employers Choice Online, Inc. – Interim
VP Bard presented this item. The College recently requested bids from qualified agencies to provide Employment Background Investigation Screening Services. The awarded agency will conduct and provide background investigation results for employment purposes. Background investigations may consist of Social Security Number (SSN) match, residency

history, criminal background checks, motor vehicle records, and credit checks. The College anticipates ordering 400-500 basic background check services over the next 12-month period. The initial contract term is for one year, starting on or about February 1, 2019. The contract may be renewed for up to three additional one-year terms at the proposed rates and terms.

A formal 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 and address questions. Three agencies attended the pre-bid conference. An addendum to the RFB was posted on the College Bid Board. The College received seven bids. However, three were deemed non-responsive. Employers Choice Online, Inc. was the low responsive bidder with a bid price of \$16 per basic background check. Funds for the proposed award amount are available in the contracted services account in the operating budget for Human Resources (16-302200-60000).

Interim VP Bard recommended approval to award RFB #19-HR-01 for Employment Background Investigation Screening Services to Employers Choice Online, Inc. for one year at the rate of \$16 per basic background check.

On a motion made by Trustee Lynch and seconded by Trustee Barber, the Board unanimously approved the award to Employers Choice Online, Inc., as presented.

Approval of Piggyback Contract with Daly Computers for Wireless Infrastructure Upgrades in the amount of \$31,826.18; Piggyback of the Maryland Education Enterprise Consortium (MEEC) Contract #972016 – CIO McCormick presented this item. As part of the IT hardware lifecycle management strategic direction within the FCC IT Strategic Plan, a review of College wireless infrastructure was conducted and upgrades and

additions needed this fiscal year were identified. This purchase will provide a redundant (secondary) controller and ten additional wireless access points. It includes engineering services and software upgrades as well.

The cost of this purchase is \$31,826.18 and funds are available in the CIP budget (85-800125-8000300).

CIO McCormick recommended approval of the use of the Maryland Education Enterprise Consortium (MEEC) Contract #972016, with Daly Computers for Wireless Infrastructure Upgrades in the amount of \$31,826.18.

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

Approval of Award Recommendation – RFB #19-FP-11 Campus Lighting Upgrade: Re-Lamping with LED Fixtures to Pritchett Controls, Inc. in the amount of \$258,087.00 –

COO Shuler presented this item. He first thanked President Burmaster for his introduction and the Trustees for their warm welcome. The College recently requested bids from contractors for the Campus Lighting Upgrade: Re-Lamping with LED Fixtures project. This is the second phase of the project. The first phase was completed in 2015.

The work includes, but is not limited to, all labor and materials to remove existing pole light heads and replace them with new LED heads as specified, remove the existing wall mounted light fixtures and replace them with new LED wall mounted light fixtures as specified, and remove the existing exterior downlights at the Athletics Center and replace them with new exterior LED downlights as specified. The contractor will furnish all labor and materials to remove and dispose of existing light fixtures to be replaced, and install

new Lithonia Lighting fixtures as scheduled. The contract completion date is August 16, 2019.

A formal 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 allow inspection of the proposed job site. Twenty-six agencies attended the pre-bid conference. An addendum to the RFB was posted on the College Bid Board. The College received 12 bids. However, one of the bids was deemed non-responsive. Pritchett Controls, Inc. was the low responsive bidder with a total bid price of \$258,087. Funds for the proposed award amount are available in the CIP budget (85-800085-8000170 – Miscellaneous Renovations).

There was discussion regarding whether this purchase will result in savings on electricity. The LEDs will save the College money both in energy costs and product replacement costs since the lamps last longer.

COO Shuler recommended approval to award RFB #19-FP-11 for Campus Lighting Upgrade: Re-Lamping with LED Fixtures to Pritchett Controls, Inc. in the amount of \$258,087.

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

TRUSTEE COMMENTS

Chair Borden commented on the report recently received from Dr. Roy Church regarding the External Review of the Frederick Community College Governance Model and stated that it appears to be very thorough. The external review was one of the Annual Strategic Priorities identified by the Board of Trustees for 2018-2019. She added that the

Board is looking forward to getting additional information from the Strategic Advisory Team workgroups who are working on other strategic initiatives related to governance and decision-making. Chair Borden said that she would work with President Burmaster to ensure that the Board has enough time for discussion related to all of the annual strategic priority initiatives.

Trustee Lynch commented that he is taking his first continuing education course at FCC for lifetime learning, *Ben Franklin: Scientist, Soldier, Spiritualist*. He added that he participates in a Ben Franklin group that meets to talk about the Thirteen Virtues and will be inviting them to sign up for the course as well. He would also like to invite the professor who is teaching the course to come talk to his group.

ADJOURNMENT

The regular meeting adjourned at 8:00 p.m.

NEXT MEETING

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