

**BOARD OF TRUSTEES
FREDERICK COMMUNITY COLLEGE**

**March 20, 2019
Regular Meeting**

The Board of Trustees of Frederick Community College met in regular session on Wednesday, March 20, 2019 in the Chris T. Matthews Board Room (A201). In attendance: Trustees Debra S. Borden, Chair; Dr. John Molesworth, Vice Chair; 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; Dr. Aaron Clayton, Chair, Faculty Association (FA); Administrative Staff Association (ASA) Executive Committee member Sarah Radinsky; Evan Evans, Chair, 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); Eric Shuler, Chief of Operations (COO); Melissa Bard, Interim VP for Human Resources; Jerry Haynes, Associate Vice President (AVP)/Dean of Students; Laura Mears, AVP, Enrollment Services; Anne Scholl-Fiedler, Coordinator of Career Services; Dr. Bruce Thompson, Honors College Coordinator; honors students Angelica “Gel” Derossi, Christian Ahearn, Kyle Donk, Brenna Mooney, and Kaitlyn Scott; 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. She thanked SGA President Dineen and the other SGA officers for joining the ribbon cutting ceremony for Jefferson Hall earlier this evening.

APPROVAL OF MINUTES

The Chair called for approval of the minutes of the February 21, 2019 board conversation and regular meeting of the board.

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

PRESIDENT'S MONTHLY REPORT

President Burmaster commented that the Jefferson Hall ribbon cutting ceremony was wonderful. She continued that it was delightful to recognize everyone from the College and the partners who made the renovation possible. Frederick County Executive Jan Gardner spoke and City of Frederick Mayor Michael O'Connor was in attendance. She thanked SGA President Dineen for his remarks during the ceremony. President Burmaster welcomed the honors students in attendance.

President Burmaster announced that SGA President Kyle Dineen was recently named a 2019 New Century Transfer Pathway Scholar. New Century Transfer Pathway Scholars are selected based on their academic accomplishments, leadership, activities, and how they extend their intellectual talents beyond the classroom. Over 2,000 students were nominated from more than 1,200 college campuses across the country. Only one New Century Transfer Pathway Scholar is selected from each state. The program is sponsored

by The Coca-Cola Foundation, the Coca-Cola Scholars Foundation, Phi Theta Kappa, and the American Association of Community Colleges (AACC). SGA President Dineen will be recognized at Phi Theta Kappa's Presidents Breakfast in Orlando, Florida, on April 15 during the AACC Convention. There is also a scholarship associated with the award. She thanked SGA President Dineen for making FCC and the state of Maryland proud. Everyone congratulated SGA President Dineen.

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 the Annual Donor Scholar Reception that occurred on March 10 where she welcomed attendees and thanked donors for their contributions which greatly benefit our students was a great success. President Burmaster also presented a Foundation Eagle Award to Sue Ann Yingling. Trustee Tom Lynch attended. Student musicians performed and Kat Hogan was the featured student speaker. President Burmaster reported that she traveled to Annapolis with Vice President for Finance Dana McDonald and Director of Facilities Planning John Anzinger to testify before the House Capital Budget Subcommittee at their hearing on March 7, 2019. She provided testimony on the need for \$502,320 in design funding for the Linganore Hall renovation/addition project. FCC is also working with the Maryland Association of Community Colleges to try to get this funding. President Burmaster also provided testimony at the County Executive Budget Hearing on March 14 regarding the FCC FY 2020 Budget Request of \$1,065,000 to provide a 3% COLA increase for eligible employees and a request in the CIP budget for \$5.69 million to support the Linganore Hall renovation/addition, Annapolis Hall renovation, Systemics, Classroom Technology

Upgrades, and PeopleSoft Campus Solutions 9.2 upgrade. Vice President for Finance Dana McDonald also attended. She noted that it is important for our voices to be heard at these hearings.

President Burmaster announced that a reservation has been made in April for President Burmaster, the Board of Trustees, and Education Liaison Spiegel to dine at 200 Monroe. She applauded the students of the Hospitality, Culinary, and Tourism Institute who provided the refreshments for the ribbon cutting ceremony this evening.

President Burmaster announced that for the past several years, FCC has hosted an annual Business Appreciation Awards Breakfast to recognize and honor the important contributions and partnerships of our area businesses. Nominations are currently being solicited from FCC faculty, staff, and administrators for individuals or organizations that fit into one of the following categories: Business Partner of the Year; Non-Profit Partner of the Year; Business Donor of the Year; and Business Leader of the Year. Nominations are also welcome from the FCC Foundation Board of Directors and FCC Board of Trustees. The President's Business Appreciation Awards Breakfast will take place on Monday, May 6, 2019 at 7:30 a.m. in the Cougar Grille and President Burmaster encouraged all Trustees to attend.

INFORMATION/DISCUSSION ITEMS

Honors Program Update – Dr. Thompson provided an overview of the FCC Honors College. The mission of the Honors College is to develop emerging scholars and leaders who are producers of knowledge, not just consumers. Honors students have the opportunity to graduate with an honors transcript notation, complete an honors independent study project, present at a conference, and earn service and leadership

certificates. He noted activities currently underway in the Honors College, including a self-study and program assessment, streamlining business processes from paper to electronic, developing an Honors Handbook, increasing visibility, and updating the webpage. Dr. Thompson provided highlights from the Honors College, including retention of over 80% and goal completion of 75%, over 170 graduates in the past eight years, six honors to honors articulation agreements with other institutions, and 43 students have given conference presentations over the last two years. ACE101H – Academic Engagement Seminar enhances the first year experience. This year, ACE201H – Honors Applied Leadership & Research was added to provide honors students with the opportunity to serve as peer mentors or leaders to first-year Honors students. The Honors College will be a part of the Early College being developed and participation in ACE will be encouraged. Honors pathways are also being developed in culinary and emergency management programs. Dr. Thompson provided student highlights, including a student whose honors project has been accepted for publication, summer internships earned, and scholarships awarded. He then announced that SGA President Dineen was the co-winner of the National Collegiate Honors Council Portz Award in the two-year category for Maryland this year.

The honors students then detailed the topics they presented at the Maryland Collegiate Honors Council Conference, held at Morgan State University earlier this month: Gel” Derossi – “The Consequences of Hidden Sexist and Gendered Language in U.S. College Textbooks”; Christian Ahearn – “Rise to Freedom: Measuring the Transition of Post-Soviet Bloc Countries”; Kyle Donk – “The Real El Dorado”; Brenna Mooney – “The Case for Clarifying the Definition of Sexual Assault on College Campuses”;

and Kaitlyn Scott – “Generating a Powerful Campus: Reducing Frederick Community College’s Dependence on the Power Grid.”

Chair Borden asked how long the Honors program has been in place at the College and how students are recruited. Dr. Thompson answered that the program began in 1982 and he became the coordinator in 2004. Placement scores were used for recruitment in the past, but that no longer works because students can come to FCC through high school coursework. Most recruitment comes from other student referrals.

Trustee Lynch asked the students who were homeschooled how they prepared themselves for postsecondary education. They answered that their experience being homeschooled taught them self-reliance, how to relate to others outside of the high school construct, and helped them to develop time management skills to maximize productivity.

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

Jefferson Hall Processes and Student Services – AVP Mears distributed a handout and overviewed the new business processes within Jefferson Hall. The original vision for the Jefferson Hall renovation began with a student survey. Staff then looked at best practices and engaged community members from across campus to develop outcomes focused on student success. Actions were taken to develop an optimal student registration experience and streamline functionality within Lumens and PeopleSoft; to explore software that addresses identified student onboarding, enrollment, and advising challenges and identify the gap between where departments are now and where they need to be; to ensure an equal level of career and academic advising is available to all student populations throughout the student lifecycle; and, to develop an integrated career advising system using

a guided pathways model that engages learning support staff, faculty, and the use of enhanced technology.

Coordinator of Career Services Anne Scholl-Fiedler detailed a strength based approach to career planning for students. Four common themes emerged from career conversations: how to find career resources, how to best serve deciding and exploratory students, facilitating the career exploration and decision making process beginning in the student's first semester, and how to incorporate more experiential learning into the student experience at FCC. Initiatives in the works for Career Resources include increased visibility of Career Services on the website, including Career Services on the Enrollment Checklist, incorporating Career Services & Resources in the PeopleSoft 9.2 application, including a Career Services link on Academic Program website pages, and increasing search capacity for key career words on the FCC website. Actions for deciding/exploratory students and methods for reaching them early in the college experience include a one-week career boot camp in July 2019 targeting students who are committed to coming to FCC that will engage them in activities about how to make decisions about their career and involve an in depth career assessment, career research, and site visits to companies; developing a General Studies group orientation June through September 2019; increasing enrollment in the Career Planning and Assessment course each semester; alumni-student networking events and roundtable discussions; Required Orientation, Advising, and Registration (ROAR) group orientation session to include more information on career and transfer services; and, career programming by academic cohorts. Also, there is talk about developing College work study students into peer mentors so that they can be more versed

in knowing the probing questions to ask students who are visiting Jefferson Hall and the career resources to offer them.

President Burmaster applauded the process used to facilitate and operationalize the redesign of Jefferson Hall to best serve students.

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

Substantial Modification to the American Sign Language Studies Certificate – Provost/EVP Hawkins presented this item. The American Sign Language Studies (ASLS) certificate is an existing career certificate at FCC. The current certificate introduces students to the history, community, and culture of the Deaf, as well as the mastery of American Sign Language.

The Curriculum Committee reviewed the ASLS certificate and approved modifications to largely reflect the American Sign Language portion of the certificate, thereby removing the history, community, and culture-related components. The modifications increase the level of rigor in American Sign Language courses and provide students with the necessary language proficiency for transitioning into the Sign Language Interpreter program. The current ASLS certificate requires 27 credits of course work, inclusive of a three-credit internship.

The Curriculum Committee proposal includes the removal of the following courses from the ASLS certificate: Introduction to Deaf Community and History, American Deaf Culture, and Visual Gestural Communication. Provost/EVP Hawkins noted that these courses will continue to be offered and will remain requirements of the Sign Language Interpreter Preparatory Program.

The Curriculum Committee also approved the modification of the Internship requirement from three credits to an immersion experience or independent study component, thereby reducing the credit component by two credits, while increasing the credit load and rigor of the ASLS courses by one credit. The certificate will be renamed, American Sign Language, removing “Studies” from the title.

The reduction in the number of credits for the proposed American Sign Language certificate is greater than 33%, and 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.

ACTION ITEMS

Approval of Renewal of Contract for Professional Auditing Services – VP

McDonald presented this item. The College solicited proposals for professional auditing services (RFP# 15MISC5) jointly with Frederick County Public Schools (FCPS) and Frederick County Government (FCG) in March 2015. The College Board of Trustees approved the award of the contract for professional auditing services to be performed for the College and the Foundation to SB & Company in April 2015. This award was for an initial two-year contract with the option to renew each year for an additional four years.

The first two years of the contract covered professional auditing services for FY 2015 and FY 2016. Two additional renewal years were approved for FY 2017 and FY 2018. Both FCG and FCPS have also recommended a one-year year contract renewal for FY 2019. This will be the third of the four renewal years per the contract.

The cost of the services for the FY 2019 audit is \$45,000 and will be funded through the FY 2020 College operating budget.

VP McDonald recommended approval to award another one-year contract renewal for professional auditing services for FY 2019 for both the College and the FCC Foundation to SB & Company, for the total of \$45,000.

On a motion made by Trustee Diaz and seconded by Trustee Kimberlin, the Board unanimously approved to award a one-year contract renewal to SB & Company, as presented.

Approval of Proposed FY 2020 Credit Tuition and Fees – VP McDonald presented this item. The Board of Trustees approved the proposed operating budget on February 21, 2019. This budget included an increase to in-county tuition from \$122/credit to \$125/credit. It also included an increase of \$7/credit to the out-of-county and \$9/credit to the out-of-state per credit tuition rates. These rates are increasing to \$273/credit and \$370/credit, respectively.

The approved proposed operating budget also included an increase to the consolidated service fee from \$24.40/credit to \$25.40/credit. It also included an increase to the student activity fee from \$3.24/credit to \$3.34/credit, which will continue to apply to the first ten (10) credits.

A new software is being implemented called Parchment to enable the College to process requests for transcripts online. Because Parchment charges a fee to the College for this service, a fee is being established to request transcripts online. The fee will depend on whether the transcripts are delivered electronically or via U.S. mail. The current process of requesting official transcripts through a paper request form or the Student Self Service

portal are funded through the Consolidated Service Fee and will remain an option for students at no additional cost.

VP McDonald recommended approval of the proposed FY 2020 credit tuition and fees schedule. Upon approval, the schedule of proposed FY 2020 credit tuition and fees will be used for fall 2019 registration which begins on April 22, 2019.

On a motion made by Trustee Diaz and seconded by Trustee Molesworth, the Board unanimously approved the FY 2020 credit tuition and fee schedule, as presented.

Approval of Frederick Community College 2020-2021 Calendar – Senate Chair Evans presented this item. The proposed calendar was developed by the Calendar Committee of the College Senate. It was approved by the Senate on March 13, 2019 and presented to the President’s Cabinet on March 13, 2019 for review. Minor revisions have been made for clarity.

The proposed Calendar includes College holidays, College breaks, and two days for College convocations. The Fall Convocation will be on August 20, 2020 and the Celebration of Excellence and Spring Retreat will be on January 21, 2021. Commencement will be held on May 20, 2021. The proposed Calendar meets all academic requirements for all College programs.

Senate Chair Evans recommended approval of the Frederick Community College 2020-2021 Calendar, as presented.

On a motion made by Trustee Lynch and seconded by Trustee Fearnow, the Board unanimously approved the Frederick Community College 2020-2021 Calendar, as presented.

TRUSTEE COMMENTS

Trustee Lynch commented that the Donor Scholar Reception was a remarkable and worthwhile event. He added that the student singers were angelic and the student speaker was incredible.

ADJOURNMENT

The regular meeting adjourned at 8:06 p.m.

NEXT MEETING

The next regular meeting of the Board will be held on Wednesday, April 17, 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