

**BOARD OF TRUSTEES
FREDERICK COMMUNITY COLLEGE**

**May 15, 2019
Regular Meeting**

The Board of Trustees of Frederick Community College met in regular session on Wednesday, May 15, 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; Dr. Aaron Clayton, Chair, Faculty Association (FA); Administrative Staff Association (ASA) Executive Committee member Sarah Radinsky; 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; Melissa Bard, VP for Human Resources; Jerry Haynes, Associate Vice President (AVP)/Dean of Students; Laura Mears, AVP, Enrollment Services; Deborah Powell, Executive Director for the Office of Institutional Advancement and the FCC Foundation; Philip Sewell, Chair of the FCC Foundation, Inc. Board of Directors; Justin Ramsburg, Treasurer of the FCC Foundation, Inc. Board of Directors; Adam Reno, Associate Chief Information Officer (CIO); John Anzinger, Director for 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 7:18 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 April 17, 2019 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.

INFORMATION/DISCUSSION ITEMS

Philip Sewell, Chair of the FCC Foundation, Inc. Board of Directors and Justin Ramsburg, Treasurer of the FCC Foundation, Inc. Board of Directors were in attendance as guests. In consideration of their time, the information/discussion items were discussed next.

FCC Foundation, Inc. Annual Report – FCC Foundation Chair Philip Sewell thanked the Board of Trustees for the opportunity to attend. He said that the Foundation Board of Directors is dedicated to the FCC Foundation mission and he thanked the staff of the Office of Institutional Advancement. He then introduced Executive Director Powell to present the FCC Foundation, Inc. Annual Report for FY 2019, which the Board members received in their meeting packet. She highlighted that approximately \$831,537.84 in scholarships and Student Success Funds have been awarded to 963 students to-date. The Foundation anticipates awarding an additional \$25,000 to current FCC students for summer scholarships bringing the total awarded to \$856,537.84. Trustee Kimberlin asked

how this amount compares to last year. Executive Director Powell answered that last year was around \$600,000.

For the period ending February 28, 2019, the current market value of the FCC Foundation endowment was \$15,806,563. Total Foundation gifts raised and received to date for FY2019 is \$511,376.70 from 350 donors. Employee gifts total \$18,483 from 81 donors.

New and revised scholarships created in FY 2019 include The Big 6 Scholarship, the Chris Carr Fine Arts & Graphic Design Endowed Scholarship, The Emily M. Duckworth Memorial Endowed Scholarship, The Honors Scholarship, the Joe Osmann Art Student Scholarship, the Chris and Mary Lee Matthews Family Foundation Science and Engineering Endowed Scholarship was renamed the Chris and Mary Lee Matthews Family Foundation STEM Scholarship to incorporate additional majors in addition to science and engineering, and the Chris and Mary Lee Matthews Family Foundation Nursing Endowed Scholarship was renamed the Chris and Mary Lee Matthews Health Sciences Scholarship to incorporate additional health professions in addition to nursing.

Additional program support includes \$50,000 budgeted this year for the Faculty Innovation Fund, Faculty Institutes, and approved Faculty Professional Conferences and Travel. Music Faculty stipends are supported through the George Shields Music Scholarship. There is \$27,500 budgeted to enhance the Institute for Learning in Retirement (ILR) Program. Also, The Maryland Divorce Custody and Notebook Program was fully funded this year by a matching gift from the Maryland Bar Foundation, a reimbursement grant from the Bar Association of Frederick County (through The Community Foundation of Frederick County), and Maryland Courts Family Services Funding for a total cash

support of \$7,418 (not including in-kind support from the College for staff and video production crew time totaling \$8,423).

Two donor recognition events occurred. The 19th Eagle Award was presented to Sue Ann Yingling, former Frederick County Commissioner and FCC Alumna, at the annual Donor Scholar Event on Sunday, March 10, 2019. The Wine Kitchen Manager, John McCain and Executive Chef Jeff Beard, were recognized at the President's Business Appreciation Breakfast as "*Business Donor of the Year*" to the FCC Hospitality, Culinary & Tourism Institute through the Scholarship Wine Dinner.

Events and engagement this fiscal year included the FCC Foundation Visit Day, FAFSA Finish Event, #GivingTuesday, Frederick City Day at the Statehouse in Annapolis, the President's Golf Tee-Off Breakfast, the American Association of University Women (AAUW) Annual Tea, the FCC Foundation Donor & Scholar Event, Alumni-Student Networking Event and Roundtable Discussion, the Sixth Annual Hall of Fame Banquet and Induction Ceremony, StepUp! Frederick 2019 Student Songwriting Contest Awards Concert, and the FCC Business Plan Contest. The 24th FCC Scholarship Golf Tournament is scheduled for June 14, 2019.

President Burmaster awarded the FCC Foundation Scholarship Team with the President's Award of Excellence at the Celebration of Excellence Spring Convocation on January 24, 2019. This award was established by President Burmaster in 2016 to recognize a collaborative group of employees who have contributed to the betterment of the College community. The FCC Foundation Scholarship Team is comprised of Britney Carter, Assistant Director of Financial Aid; Margaret Glessner, Senior Accountant for the Foundation; Kathryn Hogan, Foundation Work Study student; Patricia Hoyt, Executive

Director of Finance; Dana McDonald, Vice President for Finance; Laura Scafide, Advancement Services Manager; Michael Thornton, Scholarship Program Manager; and Deborah Powell, Executive Director, Office of Institutional Advancement and FCC Foundation.

Trustee Lynch commented on the impact of the Maryland Divorce Custody and Notebook Program, which helps individuals who cannot afford counsel to navigate the court system. He thanked the FCC Foundation for partnering with the Maryland Bar Foundation, on which he serves, to secure grant funding. Executive Director Powell recognized FCC Assistant Director, Grants Management Pamela Dubitsky for her work on this as well.

A copy of the report is available from the President's Office.

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

FCC Foundation, Inc. Endowment – Treasurer of the FCC Foundation, Inc. Board of Directors Justin Ramsburg also thanked the staff of the Office of Institutional Advancement. He then overviewed the Calendar Year 2018 Performance Review provided by the University System of Maryland Foundation (USMF). The FCC Foundation endowment funds are managed by USMF. He noted that the portfolio has increased in size for another record year despite current economic events. Mr. Ramsburg expressed appreciation for USMF Chief Investment Officer Sam Gallo and his team.

A copy of the report is available from the President's Office.

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

PRESIDENT'S MONTHLY REPORT

President Burmaster commented on the presentations by the Strategic Advisory Team members during the Board Conversation this evening and thanked everyone involved. She announced that the baseball team won the Region XX DII Tournament Championship yesterday. The team now advances to the 2019 NJCAA Division II Northeast Baseball District Championship and will host a best-of-three series against Lackawanna College this weekend. This is Head Coach Rodney Bennett's 10th Region XX DII Championship appearance in 17 seasons.

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. President Burmaster noted the live video Q&A with NASA Astronaut Christina H. Koch on April 30, 2019; FCC faculty Kelly Bolcik, Isabel DeFeo, Tony Punteriero, and Eric McCoy and FCC students Olivia Geist, Patrick O'Banion, Ronald Colaninno, and Emily Toth were honored at the FCPS CTE Awards Ceremony on May 9, 2019; and, over 140 attended the President's Business Appreciation Awards Breakfast on May 6, 2019. She thanked Associate Vice President for Continuing Education and Workforce Development Patricia Meyer, who chaired the President's Business Appreciation Awards Breakfast Planning Committee.

ACTION ITEMS

Appointment of Board Nominating Committee – Board Chair Borden appointed Trustees Nick Diaz and Gary Fearnow to serve as the Nominating Committee for the FY 2020 slate of officers. The Nominating Committee will present its report at the June 19, 2019 Board meeting.

Approval of Revised Facilities Use Rate Schedules – John Anzinger, Director for Facilities Planning, presented this item in the absence of Chief of Operations (COO) Eric Shuler. The Board of Trustees approved the original policy and procedures for Use of Facilities on March 16, 2016, and the new Standard Fee Schedule as well as the Jack B. Kussmaul Theater and Lobby Facilities Fee Schedules on June 15, 2016. The Standard Fee Schedule was revised, and approved by the Board of Trustees in January of 2017, to increase revenue to help offset the cost of maintenance and repairs to the new artificial turf.

A recent review of the facilities rentals identified the need to set fee schedules for FY 2020 which keep up with rising operating costs, as well as with what other community colleges are charging for these same services.

Excluding the rates for the baseball field, all rates are proposed to increase by approximately 4% compared to the previous rates, which were set in FY 2017. The fees for the baseball field rentals are being increased to generate more revenue to help offset maintenance and repair costs for the turf field, and to be more in line with what the other local facilities are charging.

Chair Borden asked how much the baseball field rentals are being increased. Director Anzinger answered that the increases are from \$300 to \$400 per game for non-Frederick County teams, from \$150 to \$200 per game for Frederick County teams, and from \$750 to \$1,000 for a one-day showcase. The rates for practices remain the same at \$100 per hour for practice. Education Liaison Spiegel noted that FCPS is increasing their field fees as well.

Director Anzinger recommended approval of the revised Use of Facilities Fee Schedules, effective July 1, 2019, which the Board members received in their meeting packet.

On a motion made by Trustee Diaz and seconded by Trustee Barber, the Board unanimously approved the revised Use of Facilities Fee Schedules, as presented.

Approval of Piggyback Contract with RFP, Inc. dba Remsburg Family Partnership for Asphalt Repairs – Building H Parking Lot in the amount of \$45,077.30; Piggyback of the Frederick County Public Schools (FCPS) Contract #18M6 – Director Anzinger presented this item in the absence of COO Shuler. RFP, Inc. has provided a proposal for asphalt repairs to the parking lots in front of the Student Center (Building H), utilizing their pricing and services in the Frederick County Public Schools contract #18M6. The scope of work involves making repairs to Lot 1, the Visitor Lot, and the Staff Lot.

All awarded work includes labor and materials. The project is tentatively scheduled to start in July of 2019 and will be completed before the start of classes in August of 2019. Funds for this project are available in the Student Center (Building H) CIP budget.

Director Anzinger recommended approval of the use of the Frederick County Public Schools Contract #18M6 with RFP, Inc. dba Remsburg Family Partnership for Asphalt Repairs – Building H Parking Lot, at a total proposed project cost of \$45,077.30.

On a motion made by Trustee Lynch and seconded by Trustee Molesworth, the Board unanimously approved the piggyback contract with RFP, Inc. dba Remsburg Family Partnership, as presented.

Approval of Piggyback Contract with App-Techs for Milestone Security Software and Hardware upgrades in the amount of \$39,661.48; Piggyback of the Pennsylvania

Education Purchasing Program for Microcomputers (PEPPM) Contract #528897-160 –

Adam Reno, Associate Chief Information Officer (CIO), presented this item in the absence of CIO Joseph McCormick. The Network Infrastructure team within IT has worked with the College Security team in researching options for upgrading the Milestone Security software and hardware for the College closed-circuit television (CCTV) network.

IT requested and received pricing from App-Techs and received discounts available through the Pennsylvania Education Purchasing Program for Microcomputers (PEPPM) contract. This purchase includes replacement of server hardware used for processing and storage of CCTV camera feeds in addition to needed software upgrades. The cost of this purchase is \$39,661.48 and funds are available in the IT CIP budget (85-800125-8000300).

Associate CIO Reno recommended approval of the use of the Pennsylvania Education Purchasing Program for Microcomputers (PEPPM) contract #528897-160, with App-Techs for Milestone Security Software and Hardware upgrades in the amount of \$39,661.48.

On a motion made by Trustee Kimberlin and seconded by Trustee Molesworth, the Board unanimously approved the piggyback contract with App-Techs, as presented.

Approval of Award Recommendation – RFP #19-IT-01 for Server and Storage Replacement to CAS Severn in the amount of \$493,709 – Associate CIO Reno presented this item in the absence of CIO McCormick. The College recently solicited proposals from qualified firms to replace the existing server and storage platforms for the Student Virtual Desktop Infrastructure (VDI) and PeopleSoft Campus Solutions, Finance, and HR servers/storage. These existing server and storage environments are past their recommended lifecycle and are causing availability and performance concerns. Improving

availability, management, and security of the server and storage platform is critical to College operations. The project start date is June 3, 2019 and final completion is August 30, 2019.

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. Twelve firms attended the pre-proposal conference. An addendum to the RFP was posted on the College Bid Board. Technical proposals were received from eight firms. However, one was deemed non-responsive. The technical proposals were reviewed by the evaluation committee and four firms were short-listed and invited for oral interviews and to submit price proposals. CAS Severn was recommended for the award based on the results of the overall combined scores. Funds for this award are available in CIP and PeopleSoft budgets (85-800125-8000300 for Student VDI and PeopleSoft budget 85-800050-8000140 for PeopleSoft Servers/Storage).

Associate CIO Reno recommended approval to award RFP #19-IT-01 for Server and Storage Replacement to CAS Severn in the amount of \$493,709.

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

Approval of Contract with Wolf's Bus Lines for Charter Bus Transportation Service – AVP Haynes presented this item. On August 17, 2016, the Board of Trustees awarded RFP #17-OP-01 to Wolf's Bus Lines for Charter Bus Transportation Services for the College athletic teams, local or regional student-sponsored trips, local or regional trips for the Institute for Learning in Retirement (ILR) program participants, academic trips in support of credit or non-credit classes and trips, and transportation needed for

administrative purposes. Wolf's is used when College bus/vans are either in use or do not offer adequate seating for our purposes. The initial contract was approved for a one-year period with the option of four one-year renewal periods. The Board of Trustees approved a two-year agreement with Wolf's on October 18, 2017 to lock in mileage rates, overnight/day charges, minimum charges, and base fuel cost for two years. The current contract expires June 30, 2019. Wolf's is proposing a new two-year agreement that would extend from July 1, 2019 to June 30, 2021.

The terms of the new agreement include an increase in pricing for vehicles, which would lock in rates for the two-year period. The increased costs reflect gas mileage increases depending upon the size of the vehicle and date requested. Gratuity and meal rates will remain the same.

Trustee Lynch asked if the College is satisfied with Wolf's service. AVP Haynes answered yes and they have been great partners, as well as responding to unanticipated events. He continued that the College spent \$120,648 in FY 17 and \$128,432 in FY 18 for transportation services. This year's costs have only been around \$60,000 because the College purchased a new bus and has had increased availability of other drivers.

AVP Haynes recommended approval of a two-year agreement with Wolf's Bus Lines at the rates provided in the Schedule of Charges, which Board members received in their meeting packet.

On a motion made by Trustee Lynch and seconded by Trustee Fearnow, the Board unanimously approved the contract for charter bus transportation services with Wolf's Bus Lines, as presented.

TRUSTEE COMMENTS

Chair Borden reiterated her comments made during the board conversation this evening and the Board's commitment to hold a workshop in August to discuss the recommendations that came out of SAT Workgroups C and D, including the Personal Assessment of the College Environment (PACE) survey, Ombudsman Feasibility Study, Report from Dr. Roy Church, and Task Force Report. She thanked FA Chair Dr. Clayton for bringing this idea to her personally. Trustee Lynch suggested looking into a facilitator for the workshop.

ADJOURNMENT

The regular meeting adjourned at 7:55 p.m.

NEXT MEETING

The next regular meeting of the Board will be held on Wednesday, June 19, 2019 at 6:30 p.m. in the Chris T. Matthews Board Room (A201).

CLOSED SESSION

Immediately following the May 15, 2019 regular meeting, the motion was made by Trustee Molesworth to convene in closed session at 7:55 p.m. in the Chris T. Matthews Board Room (A201). The motion was seconded by Trustee Diaz and unanimously approved by the Board.

This action was taken in accordance with the Maryland Open Meetings Act, Section 3-305(b)(1) to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals; and Section 3-305(b)(13) to comply with a specific constitutional, statutory, or judicially imposed requirement that prevents

public disclosures about a particular proceeding or matter. In attendance: Trustees Debra S. Borden, Chair; Dr. John Molesworth, Vice Chair; Ellis Barber; Nick Diaz; Gary Fearnow; Carolyn Kimberlin; and Tom Lynch. President Elizabeth Burmaster, Secretary/Treasurer of the Board, and Kari Melvin, Recording Secretary, were present for portions of the meeting.

The Board reviewed closed session minutes from October 20, 2018 pursuant to Section 3-306(c)(3)(ii) of the General Provisions Article of the Maryland Annotated Code. The Chair called for approval of the closed session minutes.

On a motion made by Trustee Lynch and seconded by Trustee Molesworth, the Board unanimously approved the October 20, 2018 closed session minutes, as presented.

Ms. Melvin left the meeting.

The Board discussed the FY 2019 Performance Evaluation for the President.

President Burmaster joined the meeting to receive the results.

Action was taken to properly document the evaluation in the personnel file.

The closed session adjourned at 9:25 p.m.

**Elizabeth Burmaster
Secretary/Treasurer**

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