

**BOARD OF TRUSTEES  
FREDERICK COMMUNITY COLLEGE**

**October 23, 2019  
Board Conversation  
Chris T. Matthews Board Room (A201)**

**In Attendance:**

**Trustees Dr. John Molesworth, Chair; Ellis Barber; Gary Fearnow; and Carolyn Kimberlin. Also in attendance: President Elizabeth Burmaster, Secretary/Treasurer of the Board; Director of Education and Special Initiatives Janice Spiegel; Melissa Bard, Vice President (VP) for Human Resources; Ray Barnes, Interim Chief of Operations; Jerry Boyd, Special Assistant (SA) to the President for Institutional Effectiveness; Dr. Nora Clark, VP for Learning Support; Dr. Tony Hawkins, Provost/Executive Vice President (EVP) for Academic Affairs, Continuing Education, and Workforce Development (AACEWD); Joseph McCormick, Chief Information Officer (CIO); Dana McDonald, VP for Finance; Dr. Kelly Trigger, Associate Vice President (AVP), Center for Teaching and Learning; Patricia Meyer, AVP for CEWD; Dr. Sandy McCombe Waller, AVP/Dean of Health, Business, Technology & Science; Dr. Brian Stipelman, AVP/Dean of Liberal Arts; Jassbeck Ramirez, President, Student Government Association (SGA); Caroline Cole, Communications Coordinator; and Kari Melvin, Recording Secretary.**

**Board Chair Molesworth opened the meeting at 6:00 p.m.**

**SA Boyd overviewed the strategic planning process for the College. There are planning expectations from the Middle States Commission on Higher Education through the Standards of Accreditation and from the Maryland Higher Education Commission through the Annotated Code of Maryland and the Code of Maryland Regulations that guide and inform our institutional planning. FCC 2020 maps well with both the standards and the Maryland State Plan, and the unique needs of our students, employees, and the community we serve. The current College Strategic Plan FCC 2020 has been a five-year, long range plan that expires June 30, 2020.**

**AVP Trigger, Chair of the Strategic Planning Steering Committee, detailed the 2020-2025 planning process and provided an update. The College has engaged the consultant Campus Labs to facilitate the ten-month comprehensive strategic planning process. Dr. Gohar Farahani, Executive Director, Planning and Institutional Effectiveness, is collecting data to provide to Campus Labs so that they can study FCC before they arrive.**

**AVP Trigger provided the list of the current Steering Committee membership. She expects to have about 26-28 members total, including a representative from Frederick County Public Schools (FCPS), the Frederick County Chamber of Commerce, Frederick County**

**Workforce Services, and a local non-profit. The first meeting of the Steering Committee will be on October 30, 2019. Campus Labs is using an appreciative inquiry planning process that will allow Steering Committee members to collectively gather input, share information, and form mutual understanding. They will focus on areas that are mission critical, with the student experience being primary. There will also be a community session to solicit feedback. Campus Labs will provide a communication plan and structure.**

**The meeting was adjourned at 6:46 p.m.**

**Elizabeth Burmaster  
Secretary/Treasurer**

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