

**BOARD OF TRUSTEES
FREDERICK COMMUNITY COLLEGE**

**January 22, 2020
Regular Meeting**

The Board of Trustees of Frederick Community College met in regular session on Wednesday, January 22, 2020 in the Chris T. Matthews Board Room (A201). In attendance: Trustees Dr. John Molesworth, Chair; Tom Lynch, Vice Chair; Ellis Barber; Nick Diaz; Gary Fearnow; Carolyn Kimberlin; and Dr. April Miller. Also in attendance: President Elizabeth Burmaster, Secretary/Treasurer of the Board; Janice Spiegel, Director of Education and Special Initiatives (for a portion of the meeting); Kari Melvin, Recording Secretary; Dr. Perry Wood, Chair, Faculty Association (FA); Brian Holt, Chair, Support Personnel Association (SPA); Administrative Staff Association (ASA) Executive Committee member Peter Lee; 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; Colleen McDougal, Student Government Association (SGA) VP of Communications; Pam Rifenberg, SGA VP of Finance; Josh Woodward, SGA VP of Public Relations; Jennifer Moxley, Coordinator of Student Leadership & Service Learning; and other members of the College and staff.

CALL TO ORDER

The meeting was called to order by Board Chair Molesworth at 7:07 p.m. The Chair recognized the Affinity Group representatives and others present.

SWEARING-IN CEREMONY FOR TRUSTEE MILLER

Sandra K. Dalton, Clerk, Circuit Court for Frederick County, conducted a swearing-in ceremony for Trustee Dr. April Miller. The Governor appointed Trustee Miller for a term of five years from July 1, 2019. Her appointment is effective immediately, and will require confirmation by the Maryland State Senate. Trustee Miller replaces the vacancy left by the expiration of Debra Borden's term on the Board.

Janice Spiegel, Director of Education and Special Initiatives, left the meeting to attend the Frederick County Public Schools Board of Education budget meeting this evening.

APPROVAL OF MINUTES

The Chair called for approval of the minutes of the November 19, 2019 board conversation and regular meeting of the board.

On a motion made by Trustee Lynch and seconded by Trustee Barber, the Board approved the minutes 6-0-1, as presented, with Trustee Miller abstaining.

PRESIDENT'S MONTHLY REPORT

President Burmaster 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. Copies of the Maryland Higher Education Commission 2019 Data Book were distributed to Trustees at the meeting. She noted that the Hospitality, Culinary, and Tourism Institute received notification on January 21, 2020 that both the Associate Degree in Culinary Arts and Supervision and Culinary Skills Certificate received accreditation from the American Culinary Federation; the Student Art Fall Exhibit and Awards Ceremony was held last month to showcase student art work and

award prizes; the 39th edition of the FCC *Tuscarora Review* was named the 2019 Most Outstanding Community College Literary-Art Magazine by the American Scholastic Press Association; a new Rotaract Club, sponsored by the Rotary Club of Carroll Creek, was established at FCC last month; and, she attended a meeting at Winchester Hall on January 13, 2020 with VP McDonald, CIO McCormick, and Director of Facilities Planning John Anzinger to discuss our capital improvement requests with the County CIP Committee.

President Burmaster then announced the following upcoming events: Emeritus and Distinguished Status Luncheon and Spring Convocation on January 23, 2020; and the Maryland Association of Community Colleges Trustee Leadership Conference and Legislative Reception on January 27, 2020.

INFORMATION ITEMS

Student Government Association Executive Team – President Burmaster welcomed the leaders from the Student Government Association (SGA). She added that they are a dynamic team of officers. Each was asked to share their course of study and what they are working on for the SGA.

VP of Communications Colleen McDougal is a cybersecurity major. She is currently working with SGA members to update their constitution and the Student Voices Committee to gather student information for the Strategic Planning Committee.

VP of Finance Pam Rifenberg first attended FCC in 2002 and recently returned. She is in her second year of nursing and participates in the dual enrollment program with the University of Maryland. She reported that SGA club budgets for the spring semester have been finished and approved.

VP of Public Relations Josh Woodward is a cybersecurity major and is in his last semester. He is working on agenda items to be tackled next semester and other methods for improving communication between clubs, faculty, and students.

President Burmaster thanked them for coming and spending time with the Board.

Coordinator of Student Leadership & Service Learning Jennifer Moxley reported that VP of Administration Emma Wachter was unable to attend this evening as she is in Florida with her family on vacation.

SGA President Jassbeck Ramirez was also unable to attend. President Burmaster announced that SGA President Ramirez is receiving the Dr. Patricia Stanley Excellence and Leadership Award at Convocation tomorrow.

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

Quarterly Financial Report for the Period Ending December 31, 2019 – VP

McDonald presented this item. She went through the report in detail with the Board, noting that she was excited to report a surplus in Dining Services for the first time. She thanked Business Manager Peter Lee for accepting the challenge and seeing it through. VP McDonald noted outreach being done with the help of the Marketing Team to address low enrollments in the Children's Center.

There was discussion regarding the shortfall in summer tuition. Provost/EVP Hawkins said there are fewer dual enrollment students taking summer courses because they do not receive the discount on tuition during the summer. This area is still being reviewed, but the budget will be adjusted next year to account for this. The numbers have not worked out to be able to offer summer courses at the discounted rate for dual enrollment students because the tuition discount is significant. President Burmaster added

the enrollment management group is studying options to target other groups during summer.

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.

ACTION ITEMS

Approval of FY 2021 Sabbatical Requests – Provost/EVP Hawkins presented this item. The recommended applicants are Dr. Sarah Bigham, Education – half year (full pay); Laura Cordova, World Languages – half year (full pay); Dr. Debra Ellis, Science – half year (full pay); Josiah Hartley, Mathematics – half year (full pay); Magin LaSov Gregg, English – half year (full pay); and Dr. Tracy Parker, CBT – half year (full pay). The cost to cover a half-year sabbatical applicant's teaching assignment for FY 2021 is \$13,968 per applicant (based on an adjunct rate of \$865 per credit and 7.65% FICA). Taken together, the cost to cover the six, half-year sabbaticals is \$83,808. 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.

There was discussion regarding the criteria, frequency, and number of sabbaticals allowed. Provost/EVP Hawkins stated that all applicants have to respond to the same prompts and are measured against the same criteria. One of the prompts is how their professional development can make contributions to the College. Once an employee takes a sabbatical, they are ineligible for another six years. The College has included budgeting as part of the review process. Four sabbaticals were initially budgeted based on prior years. This year, twelve applications were received and the base budget reallocation process was used to increase the total number to six.

Vice Chair Lynch commented on the proposed sabbatical of Dr. Parker, which has the potential to reduce the dockets of courts throughout the state. FCC partnered with the Maryland Bar Foundation (on which he serves as Chair) on the Client Notebook, which promotes the capacity of self-represented litigants to do most of the work themselves. The pilot was a success that will hopefully be replicated throughout the state. He added that it is so important in today's world for everyone to have fair access to justice. President Burmaster thanked Vice Chair Lynch for bringing this important project to FCC.

Provost/EVP Hawkins recommended Board approval of the FY 2021 Sabbatical Requests.

On a motion made by Trustee Diaz and seconded by Trustee Kimberlin, the Board unanimously approved the FY 2021 Sabbatical Requests, as presented.

TRUSTEE COMMENTS

Chair Molesworth presented President Burmaster with her five years of service trophy. He thanked her for all her work in making FCC a model institution in Maryland.

Trustee Miller commented that she is excited and honored to serve on the FCC Board of Trustees. She spent ten years prior to this on the Board of Education championing FCC and the partnership between FCC and FCPS being a model in the state. She looks forward to working on issues that college students are facing. She said she comes to the Board with a lot of ideas and zeal.

ADJOURNMENT

The regular meeting adjourned at 7:50 p.m.

NEXT MEETING

The next regular meeting of the Board will be held on Wednesday, February 19, 2020 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**