

**BOARD OF TRUSTEES
FREDERICK COMMUNITY COLLEGE**

**July 28, 2018
Board Retreat
Student Center (H202/203)**

In Attendance:

Trustees Debra S. Borden, Chair; Dr. John Molesworth, Vice Chair; Ellis Barber; Nick Diaz; Carolyn Kimberlin; Tom Lynch; and President Elizabeth Burmaster, Secretary/Treasurer of the Board. Also present: Edmund O'Meally, PK Law, College legal counsel; and Kari Melvin, Recording Secretary.

Board Chair Borden convened the meeting at 10:00 a.m.

New Trustees Ellis Barber and Carolyn Kimberlin were welcomed by other members of the Board and President Burmaster. Self-introductions were made by all present.

CLOSED SESSION

At 10:07 a.m., the motion was made by Trustee Molesworth to convene in closed session. 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; Section 3-305(b)(7) to consult with counsel to obtain legal advice; Section 3-305(b)(8) to consult with staff, consultants, or other individuals about pending or potential litigation; 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; Carolyn Kimberlin; Tom Lynch; and President Elizabeth Burmaster, Secretary/Treasurer of the Board. Also present: Edmund O'Meally, PK Law, College legal counsel.

The Board reviewed closed session minutes from May 15, 2018 and May 16, 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.

The Board approved the minutes, as presented. Trustees Barber and Kimberlin abstained because they were not in attendance at these closed sessions.

The Trustees received an update on pending litigation from Mr. O'Meally. Trustee Lynch recused himself from this discussion due to a potential conflict of interest.

No action was taken.

Trustee Lynch rejoined the meeting.

The Trustees discussed personnel issues.

The Board voted to direct President Burmaster to work with a consultant to address the College climate and faculty issues.

Other measures that will be taken include a climate survey; a feasibility study related to an ombudsman/mediator; an assessment of the College organization and governance structure by an external reviewer provided by Middle States; calls between the FA Chair and the Board Chair; and the Chair will request, via the FA Chair, an invitation from the faculty to have the Board members attend classes.

At 11:55 a.m., the motion was made by Trustee Diaz to adjourn the closed session and return to open session. The motion was seconded by Trustee Molesworth and unanimously approved by the Board.

FCC MISSION AFFIRMATION

Gerald Boyd, Special Assistant (SA) to the President for Institutional Effectiveness, and Kari Melvin, Recording Secretary, joined the meeting.

SA Boyd led a review of the FCC Mission Statement. The College is required through the Annotated Code of Maryland (the "Code"), to review and affirm the mission of the College every four years immediately following the quadrennial review of the Maryland State Plan for Higher Education. Per the Code, the President is responsible for developing the mission statement and then submitting the mission statement to the Board of Trustees for approval. The mission statement will then be submitted to the Maryland Higher Education Commission for review and approval.

The Trustees reviewed the elements of the current mission statement. FCC 2020 (the College strategic plan) will expire in FY 2020. There are two years left in the current plan. During FY 2019, the College will prepare for a robust and inclusive strategic planning process to be launched and completed in FY 2020.

SA Boyd recommended that the Board affirm the current mission statement in its current context in FCC 2020 for two more years and that the College use an inclusive strategic planning process involving both members of the community and the College community to review and revise a new mission statement for FY 2021.

The Board affirmed the current FCC Mission Statement and directed President Burmaster and her staff to use a strategic planning process to review and revise a new mission statement to become effective for FY 2021.

DEVELOPMENT OF ANNUAL STRATEGIC PRIORITIES FOR 2018-2019

President Burmaster led a discussion on the development of Annual Strategic Priorities for 2018-2019. The Trustees agreed upon six Annual Strategic Priorities for 2018-2019:

Maximize opportunities for student success by creating new pathways in academic, continuing education, and workforce development programs.

Enhance access to student services through the implementation of a new enrollment services model in the reconfigured Jefferson Hall.

Enhance best practices in communication and employee relations.

Convene a College-wide Task Force that examines the process of decision-making at Frederick Community College and makes recommendations that lead to a governance process that is inclusive and participatory.

Implementation of and employee training on PeopleSoft upgrades that provide new capabilities, achieve greater efficiencies, and enable the College to review and improve existing business workflows.

Implementation of Operations Team strategic objectives for renovation design, deferred maintenance, emergency preparedness, and collaboration.

ANNUAL REVIEW OF BOARD OF TRUSTEES BYLAWS

The Board of Trustees Bylaws were reviewed and the Trustees agreed that no revisions were necessary.

The retreat adjourned at 2:18 p.m.

**Elizabeth Burmaster
Secretary/Treasurer**

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