

**BOARD OF TRUSTEES
FREDERICK COMMUNITY COLLEGE**

**July 22, 2017
Board Retreat
President's Dining Room (H111)**

In Attendance:

Trustees David F. Bufter, Chair; Myrna R. Whitworth, Vice Chair; Debra S. Borden; Nick Diaz; Tom Lynch; Dr. John Molesworth; and Roger A. Wilson. Also present: President Elizabeth Burmaster, Secretary/Treasurer of the Board; Gerald Boyd, Special Assistant (SA) to the President for Institutional Effectiveness; and Kari Melvin, Recording Secretary.

Board Chair Bufter convened the retreat at 10:00 a.m.

President Burmaster led a discussion on the development of annual strategic priorities for 2017-2018. The Trustees identified seven Annual Strategic Priorities for 2017-2018:

- **Strategic Priority A**
Develop a 5-year Academic Master Plan that establishes Academic Affairs Team goals and priorities, guides program development and review, integrates facilities management, and identifies future initiatives.

In reference to this annual strategic priority, President Burmaster notified the Board of Trustees that Frederick Community College will discontinue the Nuclear Medicine Technology major under the Associate of Applied Science degree and certificate in the Career Programs. A teachout plan for students currently enrolled in or entering the program has been developed and the current full-time instructor/program manager will be reassigned as faculty and program manager of Medical Assisting.

- **Strategic Priority B**
Implement a new Enrollment Services Center in Jefferson Hall which utilizes best practices in delivery of student services to maximize recruitment, access, affordability, and student success.
- **Strategic Priority C**
Establish career and technical pathways for high school students to FCC certificates and industry credentials that lead to employment.

- **Strategic Priority D**
Optimize the partnership among Frederick County Workforce Services, WIOA partners, and FCC to create a more efficient local and regional workforce development system.
- **Strategic Priority E**
Develop a 5-year College IT Strategic Plan which addresses hardware, software, and infrastructure needs to ensure optimal functionality within resource allocation.
- **Strategic Priority F**
Develop a comprehensive plan for emergency preparedness, crisis management, and continuity of operations which incorporates the use of best practices and training for all of the College community.
- **Strategic Priority G**
Implement a sustainable business model in College auxiliaries which serves student and College needs.

SA Boyd detailed the Institutional Effectiveness Report (IER) that will be submitted to the Board of Trustees at their November meeting each year. The IER will highlight planning, budgeting, and assessment activities across the College that are formally measured, documented, and confirmed annually through seven general processes: Middle States Commission on Higher Education Regional Accreditation, Federal and State Reporting, Academic Program Review, Course Level Assessment, Non-Academic Program Review, completed Strategic Advisory Team (SAT) Action Plans, and the assessment of the outcomes of the Annual Strategic Priorities.

The retreat recessed at 12:10 p.m. for lunch.

The retreat reconvened at 12:30 p.m.

The Board of Trustees Bylaws were reviewed and the Trustees agreed upon revisions to be submitted for approval at the August 16, 2017 Regular Board meeting.

The retreat was adjourned at 1:30 p.m.

**Elizabeth Burmaster
Secretary/Treasurer**

Prepared by Kari Melvin
Office of the President
Frederick Community College