

**BOARD OF TRUSTEES
FREDERICK COMMUNITY COLLEGE**

**February 22, 2023
Regular Meeting**

The Board of Trustees of Frederick Community College met in regular session on Wednesday, February 22, 2023 in the Student Center (H202/203). A virtual option to participate was provided. Participating in person were: Trustees Carolyn Kimberlin, Chair; Tom Lynch, Vice Chair; Ellis Barber; Gary Fearnow; Theodore Luck; and Dr. John Molesworth. Former Trustee Dr. April Miller's position is currently vacant.

Also attending in person were President Dr. Annesa Payne Cheek, Secretary/Treasurer of the Board; Edmund O'Meally, PK Law, College legal counsel; Marie Billie, Interim Vice President (VP) for Human Resources; Avis Boyd, Chief of Staff to the President; Jerry Boyd, Special Assistant to the President for Institutional Effectiveness; Dr. Maryrose Eannace, Interim Provost/Executive Vice President (EVP) for Academic Affairs, Continuing Education, and Workforce Development (AACEWD); Lewis Godwin, Chief of Operations (COO); Deborah Powell, Executive Director for the Office of Institutional Advancement and the FCC Foundation; Adam Reno, Interim Director of Technology/Chief Information Officer (CIO); Amy Stake, Interim VP for Finance; Caroline Cole, Director of Communications to the President; Fred Hockenberry, Executive Director of Auxiliaries, Procurement and Special Projects; Nichole Pollard, Director of Financial Aid; Dr. Benita Rashaw, Associate Vice President (AVP) for Student Affairs; and Kari Melvin, Recording Secretary.

Participating virtually were Janice Spiegel, Special Projects Manager/Budget Office Frederick County Government; Dr. Nora Clark, VP for Student Affairs; Laura Cordova, Chair, Faculty Association (FA); Frank Seidel, Secretary, FA; Sheri Bailey, Support Staff

Association (SSA) Executive; Dr. Kevin Martin, Administrative Staff Association (ASA) Executive; Evan Evans, Chair, College Senate; Robin Shusko, Vice Chair, College Senate; Karen Santelli, Secretary, College Senate; Alex Alward, President, Student Government Association (SGA); Dr. Sandy McCombe Waller, AVP/Dean of Health, Business, Technology & Science; Pamela Murphy, Labor Relations Specialist; Dr. Vell Lyles, Associate Vice President for Strategic Enrollment and Innovation; John Anzinger, Director of Capital Planning and Project Management; Cathy Florimbio, Director, Children's Center; Brian Holt, Capital Project Manager I; Chuck LoSchiavo, Program Manager, Construction and Applied Technologies Institute; and Dr. Daniel Phelan, Consultant.

CALL TO ORDER

The meeting was called to order by Board Chair Kimberlin at 4:30 p.m.

ESTABLISHMENT OF QUORUM

President Cheek confirmed the presence of a quorum of the Board.

APPROVAL OF MINUTES

The Chair called for approval of the minutes of the January 25, 2023 regular meeting.

On a motion made by Vice Chair Lynch and seconded by Trustee Luck, the Board unanimously approved the January 25, 2023 regular meeting minutes, as presented.

PRESIDENT'S REPORT

President Cheek reported on meetings and events since the January 2023 Board meeting, namely, a tour of the FCPS Career and Technology Center with Principal Michael Concepcion, her monthly meeting with County Executive Fitzwater, an introductory meeting with President Dr. Timothy Trainor of Mount St. Mary's University,

providing a welcome for the Ausherman Non-Profit Executive Directors Breakfast hosted at FCC, and serving as the guest speaker at the Rotary Club of Carroll Creek.

President Cheek announced Coach Rodney Bennett will be inducted into the 2023 Class of the NJCAA Baseball Coaches Hall of Fame this spring, making him the first FCC coach, student-athlete, or special contributor to be enshrined in the NJCAA Hall of Fame.

ACTION ITEMS

Approval of FY 2024 Annual Strategic Priorities – President Cheek presented this item. She outlined the prior process where the budget was approved prior to establishing annual strategic priorities. She stated that our annual strategic priorities should drive the budget. The proposed annual strategic priorities for FY 2024 are the same as FY 2023 because of where the College is in terms of progress on the annual priorities and the work to fill leadership positions. Modifications and adjustments are expected as we move toward FY 2025 planning.

President Cheek recommended approval of the FY 2024 Annual Strategic Priorities.

On a motion made by Trustee Fearnow and seconded by Trustee Barber, the Board unanimously approved the FY 2024 Annual Strategic Priorities, as presented.

The approved FY 2024 Annual Strategic Priorities are attached hereto and incorporated herein.

Approval of FY 2024 Proposed Operating Budget to be submitted to the County Executive – Interim VP Stake presented this item. Operating Revenue proposed for FY 2024 is \$67,169,510, which represents an increase of \$4,695,900 or 7% over FY 2023 and includes \$16,768,889 from tuition and fees, \$21,499,828 in state funding, \$25,119,200 in county funding, \$2,905,955 in allocated prior year fund balance, and \$875,638 from other income. In keeping with the goal to keep college affordable for FCC students, the College

proposes no increase in tuition or fees. The in-county tuition will remain at \$129/credit. Out-of-county tuition will remain at \$282/credit, while out-of-state tuition will remain at \$382/credit.

The consolidated service fee will remain at \$26.00/credit. No increase to the current student activity fee of \$3.34/credit is proposed and it will continue to apply to the first ten credits.

Overall, the revenue from credit tuition and fees is expected to increase by 2%.

A request will be made to the Frederick County Executive for an additional \$2,254,737 to provide a 6% cost of living adjustment (COLA) for all employees.

Any increase in expenditures is contingent upon revenue projections. Expenditures are currently projected to increase by \$4,695,900 or 7% over the FY 2023 budget. Expenditures include a 6% COLA as described above; increasing the College-wide talent pool to advance the mission specifically in the areas of instruction, academic support, student wellness and support services, and campus and public safety; College-wide operational and technical assessments to identify and leverage strengths as well as identify critical areas requiring improvements; increasing employee professional development to cultivate our full talent potential; targeted strategic investments in College-wide student success and completion initiatives, innovation and future-proofing for long-term sustainability and integrity as an institution of higher education; and a contingency for emergencies.

Interim VP Stake recommended approval of the FY 2024 Proposed Operating Budget for submission to County Executive Jessica Fitzwater.

Vice Chair Lynch asked why there is an increase in contracted services. Interim VP Stake answered that the College-wide operational and technical assessments are the largest portion of the increase, as well as some legal fees.

Trustee Fearnow asked why the CEWD tuition and fees decreased. Interim VP Stake answered that a more realistic figure was budgeted for FY 2024, as this area is still recovering from the impacts of COVID.

Trustee Barber questioned the percentages of funding from tuition and fees, the State, and the County, noting that County funding makes up more than a third. President Cheek said the trend over time shows the County usually provides a little more than one-third. They have been a great service to the community and have allowed FCC to keep tuition low for students.

Chair Kimberlin commented that it is a pleasure to see the priorities matching expenses for the upcoming budget rather than the other way around.

Trustee Fearnow asked what percentage of hours are being taught by adjuncts versus full-time faculty. Special Assistant Boyd answered that it is about 50/50. Although the College has a greater ratio of adjuncts, adjuncts generally teach one or two classes while full-time faculty teach 15 credits.

On a motion made by Trustee Molesworth and seconded by Trustee Barber, the Board unanimously approved the FY 2024 Proposed Operating Budget for submission to County Executive Jessica Fitzwater, as presented.

Approval of Piggyback Contract with Douron, Inc. for Purchase of Furniture for the ASL/Interpreting Classroom (H215) and Lab (H217) Project in the Amount of \$60,060.47; Piggyback of the Mid-Atlantic Purchasing Team (MAPT) Contract #2015-42 –
COO Godwin presented this item. Capital Planning requested and received special pricing

from Douron, Inc. through the Mid-Atlantic Purchasing Team (MAPT) contract #2015-42. This purchase is for furniture for the ASL/Interpreting classroom (H215) and lab (H217), with the purpose of improving the functionality of the spaces and to better align with the programmatic needs of the ASL/Interpreting program. The cost of this purchase is \$60,060.47 and funds are available in the capital (CIP) Systemics budget. The quoted prices include discounts of 42% to 60% off the list price, depending on the manufacturer.

COO Godwin recommended approval of the use of the Mid-Atlantic Purchasing Team (MAPT) contract #2015-42 with Douron, Inc. for furniture for the ASL/Interpreting Classroom (H215) and Lab (H217) project, in the amount of \$60,060.47.

On a motion made by Trustee Luck and seconded by Trustee Fearnow, the Board unanimously approved the piggyback contract with Douron, Inc., as presented.

Approval of Sole Source Procurement from COSMED USA, Inc. for a BOD POD GS-X Body Composition Assessment Device in the amount of \$60,352 – Interim
Provost/EVP Eannace presented this item. The BOD POD GS-X Body Composition Assessment Device was funded by the MSDE Innovations Grant as part of the development of a state-of-the-art Metabolic Lab. The Metabolic testing lab is an essential component of the new Exercise Science Programming for Fitness and Personal Training within the Department of Health Science that will be starting in the fall of 2023. The programming includes essential training in body composition through whole-body densitometry.

The new Exercise Science Fitness and Personal Training curriculum will align with the knowledge and skills outlined in the Curriculum for Education Programs in Personal Fitness Training by the Committee on Accreditation for the Exercise Sciences (CoAES) under the Commission on Accreditation of Allied Health Education Programs (CAAHEP). It includes instruction in all domains including: Initial Client Consultation and

Assessment; Exercise Programming and Implementation; Exercise Leadership and Client Education; and Legal and Professional Responsibilities.

This curriculum will prepare students to pass the gold standard industry credentials from the American College of Sports Medicine (ACSM) and the National Strength and Conditioning Association (NSCA) as well as specialized credentials. These certifications exhibit that the student passing the exam has all skills necessary to be successful in the fitness industry. Furthermore, students will have the opportunity to study for and take specialized fitness certifications. Gold Standard Credentials include: ACSM Certified Personal Trainer; ACSM Group Fitness Instructor; and NSCA Certified Personal Trainer. Specialized Credentials include: NCSA Tactical Strength and Conditioning Facilitator; ACSM Autism Exercise Specialist; ACSM/NCHPAD Certified Inclusive Fitness Trainer; National Academy of Sports Medicine Certified Nutrition Coach; American Council on Exercise Health Coach; and American Council on Exercise Medical Exercise Specialist.

In order to provide our students with the training to acquire the skills required to meet industry standards in these Gold Standard and Specialized Credentials, body composition measurement through whole-body densitometry is required. The BOD POD instrument is the industry standard in body composition assessments by utilizing whole-body densitometry.

Interim Provost/EVP Eannace recommended approval of the sole source procurement from COSMED USA, Inc. for a BOD POD GS-X Body Composition Assessment Device in the amount of \$60,352.

On a motion made by Vice Chair Lynch and seconded by Trustee Molesworth, the Board unanimously approved the sole source procurement from COSMED USA, Inc., as presented.

TRUSTEE COMMENTS

Vice Chair Lynch said he has already received positive feedback from many of his friends in the Rotary Club of Carroll Creek regarding President Cheek's visit this morning. Comments included amazing, impressive, personable, approachable, and that FCC got a winner. Trustee Molesworth added that his Rotary Club had said the same kinds of things. President Cheek thanked Trustee Molesworth for arranging her engagement with both rotary clubs.

Vice Chair Lynch then commented on the FCC Institute for Learning in Retirement (ILR) and what an incredible contribution it is to this community. He just finished reading a book on Russia while simultaneously taking an ILR course on the history of Russia and found the combination of the two incredibly educational. The course was taught at the Senior Center, and he stressed the importance of ILR's reputation among seniors. Vice Chair Lynch continued that he is starting a new course tomorrow on the myths of Alexander Hamilton. He noted how important it is to have lifelong learning opportunities at a reasonable price in the later years of life and thanked everyone at FCC for the work they do to make his life better.

Chair Kimberlin reminded Trustees that the Board Retreat will be held on March 4, 2023. She said she also hopes to see most of the Trustees at the FCC Foundation Aspire event this Saturday evening.

President Cheek then shared an email she received from someone who was in attendance at Rotary this morning, which exemplified the impact Frederick Community College can have on people's lives. Chair Kimberlin noted they would make an excellent commencement speaker.

CLOSED SESSION

At 5:03 p.m., the motion was made by Vice Chair Lynch to convene in closed session.

The motion was seconded by Trustee Fearnow and unanimously approved by the Board.

This action was taken in accordance with Maryland’s 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)(9) to conduct collective bargaining negotiations or consider matters that relate to the negotiations; 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. Attending in person were: Trustees Carolyn Kimberlin, Chair; Tom Lynch, Vice Chair; Ellis Barber; Gary Fearnow; Theodore Luck; and Dr. John Molesworth. Also attending in person were President Dr. Annesa Payne Cheek, Secretary/Treasurer of the Board; Edmund O’Meally, PK Law, College legal counsel; Avis Boyd, Chief of Staff to the President; and Kari Melvin, Recording Secretary. Pamela Murphy, Labor Relations Specialist joined virtually at the beginning of the meeting and participated for a portion of the meeting. Fred Hockenberry, Executive Director of Auxiliaries, Procurement and Special Projects; and Amy Stake, Interim VP for Finance joined in person for a portion of the meeting.

The Board reviewed closed session minutes from October 19, 2022 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 October 19, 2022 closed session minutes.

On a motion made by Trustee Luck and seconded by Trustee Molesworth, the Board unanimously approved the October 19, 2022 closed session minutes, as presented.

The Board obtained legal advice on matters related to potential unionization and collective bargaining strategy and potential positions. No action was taken.

Labor Relations Specialist Murphy left the meeting.

Interim VP Stake and Executive Directory Hockenberry joined the meeting.

The Board obtained legal advice regarding a contractual matter. No action was taken.

Interim VP Stake and Executive Directory Hockenberry left the meeting.

The Board discussed the process for the evaluation of the President. No action was taken.

The meeting adjourned at 6:25 p.m.

NEXT MEETING

The next regular meeting of the Board will be held on Wednesday, March 15, 2023.

**Dr. Annesa Payne Cheek
Secretary/Treasurer**

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

Strategic Goals

FY24 Annual Strategic Priorities

Model educational excellence by designing and delivering student learning experiences, pathways, and programs that increase student access, success, and completion.

- Develop and implement a plan to ensure all prospective and enrolled students are advised appropriately and enrolled in a pathway aligned with their career and/or transfer choice.
- Reduce the racial equity gap in student performance for minoritized populations through the implementation of collegewide and department level interventions and strategies.
- Implement curricular enhancements and explore new workforce development programming that enhance student success and progress through clear and seamless educational pathways.

Support the student learning experience through data-informed enrollment management, responsive programming, and efficient systems.

- Establish a student experience framework and supportive data structure that more effectively and equitably advance student access, success, and completion, including transitions to other institutions and the workforce.
- Develop a plan that ensures for a functional and secure IT environment that advances collegewide goals and objectives.
- Evaluate the pervasiveness and strength of a student-focused culture that advances student progress and success.

Lead the College with excellence, transparency, and accountability.

- Plan and complete the Self-Study Design for the 2025 Self-Study reaccreditation process.
- Assess employee perceptions and satisfaction with aspects of the College climate to identify areas for improvement related to employee well-being and workplace experience.

Ensure the fiscal stability and sustainability of the College.

- Identify the opportunities for partnership with FCPS through the rollout of the Blueprint for Maryland's Future.
- Support the future viability and vibrancy of a safe, accessible and innovative learning and working environment through the completion of the 10-year Facilities Master Plan.
- Enhance the college's ability to advance student access, progress, and success through increased philanthropic support.