

**BOARD OF TRUSTEES
FREDERICK COMMUNITY COLLEGE**

**July 27, 2023
Special Meeting**

The Board of Trustees of Frederick Community College met virtually due to a time-sensitive matter.

Participating:

Trustees Carolyn Kimberlin, Chair; Tom Lynch, Vice Chair; Theodore Luck; Dr. John Molesworth; Dr. William Reid; and Myrna Whitworth. Trustee Tracey McPherson was unable to participate. Also participating was President Dr. Annesa Payne Cheek, Secretary/Treasurer of the Board; Janice Spiegel, Special Projects Manager/Budget Office Frederick County Government; 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. Anne Davis, Provost and VP for Teaching, Learning and Student Success; Dr. Benita Rashaw, Interim Vice President (VP) for Student Affairs; Adam Reno, Interim Chief Information Officer (CIO); Amy Stake, Interim VP for Finance; Pamela Murphy, Labor Relations Specialist; Fred Hockenberry, Executive Director of Auxiliaries, Procurement and Special Projects; Robin Shusko, Vice Chair, College Senate; and Kari Melvin, Recording Secretary.

Board Chair Kimberlin called the meeting to order at 12:00 p.m.

Board & CEO Comments – Chair Kimberlin welcomed Trustee Reid, who was appointed by Governor Wes Moore for a five-year term from July 1, 2023 through June 30, 2028. Trustee Reid replaces Ellis Barber, whose term expired on June 30, 2023. Trustee Reid was sworn in at the Frederick County Circuit Court on May 1, 2023.

Tracey McPherson was appointed by Governor Wes Moore for a five-year term from July 1, 2023 through June 30, 2028. Trustee McPherson replaces Gary Fearnow, whose term expired on June 30, 2023. Trustee McPherson was sworn in at the Frederick County Circuit Court on July 12, 2023.

President Cheek welcomed Dr. Anne Davis, Provost and VP for Teaching, Learning and Student Success, to her first meeting of the Board of Trustees. Dr. Davis said she is excited to be here and she has felt so welcomed. She is looking forward to the great work they can do together.

Approval of Consulting Services Agreement with the National Association of College and University Business Officers, Inc. (“NACUBO”) for the Interim Vice President for Finance and Administration, to include serving in the role of CFO as well as oversight

of Facilities, Capital Planning, Public Safety, and Auxiliaries – President Cheek presented this item. A search for a permanent Vice President of Finance and Administration (VPFA) was conducted this year with the intent of a July 1, 2023 start date. Unfortunately, that search was unsuccessful. The VPFA position was augmented to not only include the traditional financial responsibilities of the institution, but also oversight of the administrative functions of Facilities, Capital Planning, Public Safety, and Auxiliaries. This allows a critically strategic and collaborative eye to be cast across the institution’s financial assets for maximum operational outcomes to contribute to overall student success.

President Cheek thanked Interim VP for Finance, Amy Stake. She has already dutifully served one year beyond the projected timeframe for her interim capacity, with a single focus on financial responsibilities. Ms. Stake will return to her position as Associate Vice President for Finance. There have been several iterations of the VPFA position over the past ten years. The search for a permanent VPFA will commence early Spring 2024, for placement by June 2024.

President Cheek solicited potential candidates for the Interim VPFA from The Registry. She also reached out to the National Association of College and University Business Officers, Inc. (“NACUBO”) at Interim VP Stake’s recommendation. NACUBO is a membership-based organization and the leading source of information for campus business and finance professionals. They provide resources and strategic and practical support via seasoned consultants familiar with a campus environment, to maximize our return on investment through problem solving and assessments without the overhead investment. After a thorough review of the candidates, it was determined that Dr. Barbara Larson, a consultant with NACUBO, would be the best fit for the Interim VPFA position. In addition to an interview with President Cheek, Dr. Larson met with the Senior Leadership Team and members of each affinity group, who all expressed support for her as the Interim VPFA.

Dr. Larson will participate in the Senior Leadership Team Retreat on August 3 and 4, 2023, with a start date of August 14, 2023 and end date of June 30, 2024. The budgeted position for the VPFA in FY 2024 is \$230,000. The total cost for the Interim VPFA is \$186,728.23.

Chair Kimberlin asked for a motion to hire the Interim VPFA, to include serving in the role of CFO as well as oversight of Facilities, Capital Planning, Public Safety, and Auxiliaries. President Cheek asked for clarification that the motion is being made to approve the consulting services agreement, and not to hire Dr. Larson. Chair Kimberlin answered yes.

On a motion made by Trustee Molesworth and seconded by Trustee Luck, the Board approved the agreement with NACUBO 6-0-1, as presented, with Trustee McPherson absent.

Trustees thanked Interim VP Stake for all of her hard work.

Adjournment

On a motion made by Vice Chair Lynch and seconded by Trustee Molesworth, the Board approved to adjourn the meeting 6-0-1 at 12:12 p.m., with Trustee McPherson absent.

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

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