

**BOARD OF TRUSTEES
FREDERICK COMMUNITY COLLEGE**

**September 16, 2023
Board Retreat
Homewood Suites by Hilton Frederick
4950 Westview Drive, Frederick, MD 21703**

Attending In Person:

Trustees Carolyn Kimberlin, Chair; Tom Lynch, Vice Chair; Theodore Luck; Tracey McPherson; Dr. William Reid; and Myrna Whitworth. Also present were President Dr. Annesa Payne Cheek, Secretary/Treasurer of the Board; Avis Boyd, Chief of Staff to the President; Edmund O’Meally, PK Law, College legal counsel; and Kari Melvin, Recording Secretary. Dr. Barbara Larson, Interim Vice President for Finance and Administration, attended for a portion of the meeting.

Participating Virtually:

Trustee Dr. John Molesworth and Dr. Daniel Phelan, Facilitator.

Board Chair Kimberlin convened the retreat at 9:01 a.m.

Dr. Phelan led a review of Policy Governance Model and its 10 Principles. A copy of the presentation is available from the President’s Office.

The Board recessed for a break at 10:35 a.m. and reconvened at 10:54 a.m.

There was discussion among the Trustees regarding the benefits of this model and comments from all expressing support.

On a motion made by Vice Chair Lynch, the Board unanimously reaffirmed support for implementing Policy Governance.

Interim VP Larson joined the meeting at 12:00 p.m.

The Board reviewed the draft Ends policy and provided edits.

Interim VP Larson led the review of the draft Executive Limitations Financial Conditions and Activities policy. Trustees provided comments and proposed edits.

Interim VP Larson left the meeting at 12:40 p.m.

The Board reviewed and provided feedback on the following draft Executive Limitations policies: General Executive Constraint, Treatment of Students, and Treatment of Employees.

The Board recessed for a break at 1:12 p.m. and reconvened at 1:23 p.m.

The Board reviewed and provided feedback on the following draft Board-CEO Delegation policies: Unity of Control and Delegation to the President.

Draft policies will be reviewed at the September 20, 2023 regular meeting.

President Cheek will work with Dr. Phelan on a timeline for the development of additional policies.

President Cheek overviewed the history of the small procurement threshold. The Code of Maryland Regulations (COMAR) defines a small procurement. The small procurement threshold provision resides in the College Financial Procedures Manual and is not the subject of a Board-approved policy, nor is the approval identified as a requirement in the Board Bylaws. House Bill 543 during the Maryland Legislature's 2023 session amended COMAR to raise the definition of small procurements from \$50,000 to \$100,000. Effective October 1, 2023, administration will bring purchases over \$100,000 to the Board of Trustees for review and approval. This will be an information item on the September 20, 2023 regular meeting agenda.

President Cheek and Trustees thanked Dr. Phelan.

The retreat adjourned at 2:03 p.m.

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

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