

**BOARD OF TRUSTEES
FREDERICK COMMUNITY COLLEGE**

**April 23, 2025
Regular Meeting**

The Board of Trustees of Frederick Community College met in **regular session** on Wednesday, April 23, 2025 in the Conference Center (E126AB). A virtual option to participate was provided. Participating in person were: Trustees Theodore Luck, Chair; Tom Lynch, Vice Chair; Jan H. Gardner; Carolyn Kimberlin; Tracey McPherson; Dr. William Reid; and Myrna Whitworth. Trustee Gardner was appointed by Governor Wes Moore to serve the remainder of the term of former Trustee Dr. John Molesworth (July 1, 2022 – June 30, 2027). Trustee Gardner was sworn in at the Office of the Clerk of the Circuit Court for Frederick County on April 22, 2025. Also attending in person was Edmund O’Meally, PK Law, College legal counsel.

Participating virtually was President Dr. Annesa Payne Cheek, Secretary/Treasurer of the Board and Dr. Daniel Phelan, Consultant.

CALL TO ORDER

The meeting was called to order by Chair Luck at 4:30 p.m. Chair Luck welcomed Trustee Gardner.

APPROVAL OF MINUTES

Chair Luck called for approval of the minutes of the March 19, 2025 regular meeting.

On a motion made by Vice Chair Lynch, the Board approved the March 19, 2025 regular meeting minutes 6-0-1, as presented, with Trustee Gardner recusing herself.

Chair Luck called for approval of the minutes of the March 28, 2025 special meeting.

On a motion made by Trustee Whitworth, the Board approved the March 28, 2025 special meeting minutes 6-0-1, as presented, with Trustee Gardner recusing herself.

BOARD & CEO COMMENTS

Chair Luck commented on recent inquiries Trustees have received regarding Policy Governance® and he clarified the meaning of “owners” and “ends” within the Carver Policy Governance® Model. He then expressed appreciation for the Celebration of Excellence Ceremony for employees held on April 11, 2025.

President Cheek welcomed Trustee Gardner. She then announced the ribbon cutting for the launch of FCC’s participation in Maryland’s Cyber Workforce Accelerator program tomorrow morning, her participation in the County Council’s budget workshop to advocate for the funding County Executive Fitzwater has included for FCC in her proposed budget which is also tomorrow morning, and the 67th Commencement Ceremony being held at Mount St. Mary’s University Knott Arena next month.

CONSENT AGENDA

Items IV.A, IV.B, and IV.D were removed from the consent agenda.

On a motion made by Trustee Reid, the Board unanimously approved the following item, as presented:

- Sole Source Contract with EBSCO for the Library Management System FOLIO

ACTION ITEMS REMOVED FROM CONSENT

Approval of Award of RFP 25-HR-01 Group Medical and Prescription Drug

Insurance to CareFirst BlueCross BlueShield – It was noted that this item was removed for discussion so that the rationale for the provider change could be highlighted for the community. Dr. Bridgette Cofield, Vice President (VP) for Talent and Culture, overviewed

the information included in the meeting packet which is available publicly on the College website.

On a motion made by Vice Chair Lynch, the Board unanimously approved the award to CareFirst BlueCross BlueShield, as presented.

Approval of Renewal of FY26 Group Dental and Vision Insurance to Aetna – It was noted this item was removed for discussion so that people could have perspective on the decision. VP Cofield overviewed the information included in the meeting packet which is available publicly on the College website.

On a motion made by Vice Chair Lynch, the Board unanimously approved the renewal with Aetna, as presented.

Approval of Substantial Modification to Computer Science Associate of Science (A.S.) Degree – There was discussion regarding the projected increase of students in the program versus faculty staffing and the number of support staff FTE in *Table 2: Program Expenditures*. Dr. Anne P. Davis, Provost and VP for Teaching, Learning and Student Success, clarified that adjunct will be moved from other expenses to the faculty line and number of support staff FTE will be corrected prior to submission to the Maryland Higher Education Commission. It was noted that when changes are made to a program, students follow the catalog of the year they entered under. Their ability to complete their original plan is honored. If significant improvements are made to the program, equivalent courses are identified so students do not lose progress.

On a motion made by Trustee Kimberlin, the Board unanimously approved the substantial modification, as presented.

INFORMATION/DISCUSSION ITEMS

Ownership Linkage – Trustee Kimberlin, Vice Chair Lynch, and Chair Luck shared their observations from the ownership linkage engagement earlier this month with members of the Frederick County Public Schools Board of Education. They expressed appreciation to Dr. Phelan for facilitating.

Chair Luck shared the results of the survey for the Board’s list of organizations to engage in the Ownership Linkage Plan for FY26. There was discussion regarding owners versus stakeholders. After discussion, the following were selected to include in the Ownership Linkage Plan for FY26: Frederick County Chamber of Commerce; Frederick Health; the Asian American Center of Frederick, Ausherman Family Foundation, Community Foundation of Frederick County, and Delaplaine Foundation collectively; and the Frederick Innovative Technology Center, Inc., Tech Frederick, and the Maryland Tech Council collectively. The Board then discussed the way in which to conduct each engagement. It was decided that face-to-face, either in person or via Zoom, would be the best way to establish a linkage relationship. Moving forward, other tools may be utilized.

MONITORING BOARD PERFORMANCE:

Board Policy Survey Review: GP-4 Board Job Contributions – Chair Luck reported on the results of this survey and made clarifying comments for items 4.1, 5 and 6. There was discussion about considering public comment at Board meetings, which will be addressed at a future meeting since it was not a topic identified on the agenda for this meeting.

Board Policy Survey Review: GP-1 Role of the Board Chair – Chair Luck reported on the results of this survey and made a clarifying comment for item 2.2.

Board Policy Survey Review: GP-2 Role of the Vice Chair – Chair Luck reported on the results of this survey.

Board Policy Review: BCD-5 President Succession – The Board reviewed this policy for currency. There was discussion regarding what constitutes a short-term absence. This will be revisited at the next Board meeting.

Board Policy Review: GP-3 Board Code of Conduct – The Board reviewed this policy for currency. There were no suggested revisions.

ACTION ITEMS

Appointment of Board Nominating Committee – Chair Luck appointed Vice Chair Lynch and Trustee McPherson to serve as the Nominating Committee for the FY 2026 slate of officers. The Nominating Committee will present its report at the June 11, 2025 Board meeting.

MONITORING CEO PERFORMANCE:

Approval of Interpretation for EL-3 Communication & Support to the Board – The Board considered this interpretation, which was reviewed at the meeting last month.

On a motion made by Trustee Whitworth, the Board unanimously approved the Interpretation for EL-3 Communication & Support to the Board, as presented.

Approval of Interpretation for E-1 Ends – President Cheek overviewed the changes made since the Board reviewed at the meeting last month. A typo was identified in the interpretation for item 1.3 under “compliance will be demonstrated when” item b to remove “the” before “150%.”

On a motion made by Trustee Kimberlin, the Board unanimously approved the Interpretation for E-1 Ends, as revised.

Acceptance of Baseline Insight Report for EL-8 Access to Education Baseline

Insight Report – Chair Luck provided a reminder that the Board agreed to receive baseline insight reports in lieu of monitoring reports as part of the transition to full deployment of the Policy Governance® Model. Areas of compliance will be expected to be maintained and areas of non-compliance will be expected to be addressed prior to the submission of the formal monitoring report next year. President Cheek reported full compliance.

On a motion made by Trustee McPherson, the Board unanimously approved to accept the Baseline Insight Report for EL-8 Access to Education, as presented.

Acceptance of Baseline Insight Report for EL-11 Compensation and Benefits

Baseline Insight Report – President Cheek reported full compliance with the exception of item a. under the global policy statement and item 2b.

On a motion made by Trustee Reid, the Board unanimously approved to accept the Baseline Insight Report for EL-11 Compensation and Benefits, as presented.

MEETING CONTENT REVIEW

There were no comments.

CLOSED SESSION

At 6:17 p.m., the motion was made by Vice Chair Lynch to convene in closed session 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 (i) 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 (ii) 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.

The Board convened in closed session in the Conference Center (E126AB) on April 23, 2025. A virtual option to participate was provided. Attending in person were: Trustees Theodore Luck, Chair; Tom Lynch, Vice Chair; Jan H. Gardner; Carolyn Kimberlin; Tracey McPherson; Dr. William Reid; and Myrna Whitworth. Also attending in person were Avis Boyd, Chief of Staff to the President; Dr. Bridgette Cofield, Vice President (VP) for Talent and Culture; Dr. Anne Davis, Provost and VP for Teaching, Learning and Student Success; Scott McVicker, Chief Financial Officer (CFO) and VP for Administration; Pamela Murphy, Labor Relations Specialist; Edmund O'Meally, PK Law, College legal counsel; and Kari Melvin, Recording Secretary.

Participating virtually was President Dr. Annesa Payne Cheek, Secretary/Treasurer of the Board.

The Board reviewed closed session minutes from March 19, 2025.

On a motion made by Trustee Reid, the Board approved the March 19, 2025 closed session minutes 6-0-1, as presented, with Trustee Gardner recusing herself.

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

VP Cofield, Provost/VP Davis, CFO/VP McVicker, and Labor Relations Specialist Murphy left the meeting.

The Board reviewed and discussed an external complaint against an employee.

On a motion made by Trustee McPherson, the Board unanimously approved to dismiss the complaint.

President Cheek, Chief of Staff Boyd, and Ms. Melvin left the meeting.

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

President Cheek, Chief of Staff Boyd, and Ms. Melvin rejoined the meeting.

Chair Luck briefed President Cheek on what was discussed.

The meeting adjourned at 8:35 p.m.

NEXT MEETING

The next regular meeting of the Board will be held on Wednesday, June 11, 2025.

Dr. Annesa Payne Cheek

Secretary/Treasurer

Prepared by Kari Melvin
Office of the President
Frederick Community College