



**BOARD OF TRUSTEES  
Regular Monthly Meeting**

**Tuesday, June 4, 2024 – 4:30 p.m.  
Conference Center (E126AB)**

**Zoom Option:**

<https://frederick-edu.zoom.us/j/87503168928?pwd=Um9kM1NTZUw3K1VRSDdpeTJocm9xQT09>

**Call-in Option:**

**Phone Number: 301-715-8592 | Meeting ID: 875 0316 8928 | Passcode: 232245**

**1. Call to Order**

- 2. Approval of Minutes: May 11, 2024 (Board Retreat)  
May 22, 2024 (Regular Meeting)**

**3. Board & CEO Comments**

**4. Consent Agenda**

- \* A. Approval of Piggyback Contract with Audio Video Group for turnkey services including procurement and installation of AV equipment at the Monroe Center in the amount of \$268,775; Piggyback of the Maryland Education Enterprise Consortium (MEEC) Contract #TU-1901
- \* B. Approval of Recommendation to Award - RFB 24-CPPM-08 Construction Services for Central Plant Optimization to M&M Welding and Fabricators, Inc. for \$1,843,000, plus a 10% contingency fee of \$184,300 for a total award of \$2,027,300

**5. Information/Discussion Items**

- \* A. FCC Foundation, Inc. Annual Report

**6. Action Items**

- A. Board Nominating Committee Report and Election of Board Officers
- \* B. Approval of Board-CEO Delegation Policy – Global Statement
- \* C. Approval of Board-CEO Delegation Policy – President Succession
- \* D. Approval of Board-CEO Delegation Policy – President Compensation

- \* E. Approval of Executive Limitations Policy – Asset Protection
- \* F. Approval of Executive Limitations Policy – Investments
- \* G. Approval of Executive Limitations Policy – Compensation and Benefits
- \* H. Approval of Governance Process Policy – Handling Alleged Policy Violations
- \* I. Approval of Schedule of Board Meetings for 2025
- \* J. Approval of Renewal Premiums – Property Coverage to Affiliated FM for an estimated cost of \$132,715, Casualty Insurance to include liability, auto, workers compensation and umbrella) to Utica National for an estimated cost of \$210,272, Cyber Insurance to Tokio Marine for \$11,626, and International Insurance to ACE for \$2,500, totaling \$357,113 for Fiscal Year 2025
- \* K. Approval of Proposed Agreement for Legal Services for FY 2025 with Pessin Katz Law, P.A.
- \* L. Approval of FY 2025 Operating Budget, Capital Budget, and Salary/Wage Scales

## 7. Closed Session

The Board of Trustees will hold a public vote to meet in closed session in accordance with the Maryland 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; 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 topics are: to discuss the evaluation of the President; and review and approval of closed session minutes from May 22, 2024 pursuant to Section 3-306(c)(3)(ii) of the General Provisions Article of the Maryland Annotated Code.

## 8. Adjournment

- NEXT MEETINGS:**
- Tuesday – June 18, 2024**
    - **4:30 p.m. – Special Meeting**
  - Tuesday – July 9, 2024**
    - **9:00 a.m. – Board Retreat**
  - Wednesday – August 21, 2024**
    - **4:30 p.m. – Regular Monthly FCC Board Meeting**

*Under the ADA and Section 504, Frederick Community College (FCC) makes every effort to accommodate individuals with disabilities for College-sponsored events and programs. For FCC employees needing accommodations, including interpreting, please email [humanresources@frederick.edu](mailto:humanresources@frederick.edu). For students and others with accommodation needs or questions, please call 301-846-2408, or to request sign language interpreter services, please email [Interpreting@frederick.edu](mailto:Interpreting@frederick.edu). Sign language interpreters will not be automatically provided for College-sponsored events without a request for services. Requests must be made at least five workdays before a scheduled event to guarantee accommodations.*

\*Backup documentation is available for this agenda item in the meeting packet.

**BOARD OF TRUSTEES  
FREDERICK COMMUNITY COLLEGE**

**May 11, 2024  
Board Retreat  
Chris T. Matthews Board Room (A201)**

Attending In Person:

Trustees Carolyn Kimberlin, Chair; Tom Lynch, Vice Chair; Theodore Luck; Dr. William Reid; and Myrna Whitworth. Also present were President Dr. Annesa Payne Cheek, Secretary/Treasurer of the Board; and Edmund O’Meally, PK Law, College legal counsel.

Participating Virtually:

Trustee Dr. John Molesworth; and Dr. Daniel Phelan, Facilitator. Trustee Tracey McPherson joined the meeting late.

Board Chair Kimberlin convened the retreat at 9:00 a.m.

**Announcement and Acknowledgement of Open Meetings Compliance Board**

**Opinion** – Chair Kimberlin announced a violation of the Open Meetings Act and summarized the opinion of the Open Meetings Act Compliance Board dated April 22, 2024.

**Approval of Revised FY 2025 Group Health/RX, Dental, and Vision Insurance**

**Employer/Employer Contributions Rate Tables** – On April 17, 2024, the Board approved the renewal of the FY 2025 Aetna group health/RX, dental, and vision insurance and employer/employee contributions. Errors were recently discovered in the information that was previously presented. The errors were corrected and revised rate tables were provided to Trustees in their meeting packet.

*On a motion made by Trustee Luck, the Board approved the revised FY 2025 group health/RX, dental, and vision insurance employer/employee contributions rate tables 5-0-1-1, as presented, with Trustee Molesworth abstaining and Trustee McPherson absent.*

**Development of Board Policies** – The Board discussed and developed the following policies: Asset Protection, Investments, Compensation and Benefits, and the President Compensation policy. It was noted that the appropriate policy will be identified to include a provision requiring the President to complete training on Policy Governance for the next round of policy review.

*Trustee McPherson joined the meeting.*

The Board discussed and developed the President Succession policy.

*The Board recessed for a break at 10:50 a.m. and reconvened at 10:59 a.m.*

The Board continued discussion and development of the President Succession policy.

The Board reviewed further proposed revisions to Handling Alleged Policy Violations, which was previously discussed at the April 11, 2024 board retreat.

The Board discussed and developed the Board-CEO Delegation Global Statement policy.

The draft policies will be reviewed at the May 22, 2024 regular meeting.

Dr. Phelan led a discussion regarding the Board self-evaluation process. President Cheek will develop a draft policy review and monitoring schedule for the Board to consider at their retreat on July 9, 2024.

The retreat adjourned at 11:50 a.m.

Dr. Annesa Payne Cheek  
Secretary/Treasurer

Prepared by Kari Melvin  
Office of the President  
Frederick Community College

**BOARD OF TRUSTEES  
FREDERICK COMMUNITY COLLEGE**

**May 22, 2024  
Regular Meeting**

The Board of Trustees of Frederick Community College met in **regular session** on Wednesday, May 22, 2024 in the Conference Center (E126AB). A virtual option to participate was provided. Participating in person were: Trustees Carolyn Kimberlin, Chair; Tom Lynch, Vice Chair; Theodore Luck; Tracey McPherson; Dr. William Reid; and Myrna Whitworth. Trustee Dr. John Molesworth was unable to attend. Also attending in person were President Dr. Annesa Payne Cheek, Secretary/ Treasurer of the Board; and Janice Spiegel, Special Projects Manager/Budget Office Frederick County Government.

Participating virtually was Adam Konstas, PK Law, College legal counsel.

**CALL TO ORDER**

The meeting was called to order by Chair Kimberlin at 11:01 a.m.

**APPROVAL OF MINUTES**

Chair Kimberlin called for approval of the minutes of the April 11, 2024 board retreat.

*On a motion made by Trustee Whitworth, the Board approved the April 11, 2024 board retreat minutes 6-0-1, as presented, with Trustee Molesworth absent.*

Chair Kimberlin called for approval of the minutes of the April 17, 2024 regular meeting.

*On a motion made by Trustee Luck, the Board approved the April 17, 2024 regular meeting minutes 6-0-1, as presented, with Trustee Molesworth absent.*

## **BOARD & CEO COMMENTS**

Chair Kimberlin recognized President Cheek and FCC employees for the outstanding recognition activities last week and shared her enjoyment of the commencement ceremony at Knott Arena. Vice Chair Lynch shared his appreciation for the Institute for Learning in Retirement. Trustee Whitworth noted the diversity of people, ages, and interests at the FCC recognition events. Trustees Luck and Reid also shared their enjoyment of the commencement ceremony.

President Cheek thanked everyone who made all of last week's events possible. She then shared a video titled "Commencement 2024 – Message from President Cheek."

## **CONSENT AGENDA**

*On a motion made by Trustee Reid, the Board approved a piggyback contract with Amazon Services, Piggyback of Prince William County, Virginia, Public Schools Contract R-TC-17006 for an Online Marketplace 6-0-1, as presented, with Trustee Molesworth absent.*

## **INFORMATION/DISCUSSION ITEMS**

### **Fiscal year-to-date Financial Report through the quarter ending**

**March 31, 2024** – Interim VP Larson went through the report in detail with the Board. It was clarified that the CougarMart is funded through the operating budget. It was also noted that while enrollment is not yet back to pre-pandemic levels, it is trending in that direction.

*This item was presented for information only – no action was taken or requested.*

**Review of Draft Policies** – Trustees reviewed and discussed the following draft policies:

- Board-CEO Delegation Policy – Global Statement

- Board-CEO Delegation Policy – President Succession
- Board-CEO Delegation Policy – President Compensation
- Executive Limitations Policy – Asset Protection
- Executive Limitations Policy – Investments
- Executive Limitations Policy – Compensation and Benefits
- Governance Process Policy – Handling Alleged Policy Violations

Edits were identified for Asset Protection and Handling Alleged Policy Violations.

The final versions will be presented for approval at the June 4, 2024 Board meeting.

### **ACTION ITEMS**

**Appointment of Board Nominating Committee** – Chair Kimberlin appointed Trustees McPherson and Molesworth to serve as the Nominating Committee for the FY 2025 slate of officers. The Nominating Committee will present its report at the June 4, 2024 Board meeting.

**Approval of Governance Process Policy – Governing Style** – The Board considered this policy.

*On a motion made by Vice Chair Lynch, the Board approved the Governance Process Policy – Governing Style 6-0-1, as presented, with Trustee Molesworth absent.*

**Approval of Governance Process Policy – Investment in Governance** – The Board considered this policy. Trustee Reid proposed to edit item 1 to add “shall be” before “provided a copy of Board policies.”

*Vice Chair Lynch moved to approve with the identified edit and the Board approved the Governance Process Policy – Investment in Governance 6-0-1, as revised, with Trustee Molesworth absent.*

**Approval of Governance Process Policy – Board Expenses** – The Board considered this policy.

*On a motion made by Vice Chair Lynch, the Board approved the Governance Process Policy – Board Expenses 6-0-1, as presented, with Trustee Molesworth absent.*

**Approval of Governance Process Policy – Special Rules of Order** – The Board considered this policy.

*On a motion made by Trustee Luck, the Board approved the Governance Process Policy – Special Rules of Order 6-0-1, as presented, with Trustee Molesworth absent.*

**Approval of Governance Process Policy – Handling Operational Complaints** – The Board considered this policy.

*On a motion made by Trustee Whitworth, the Board approved the Governance Process Policy – Handling Operational Complaints 6-0-1, as presented, with Trustee Molesworth absent.*

**Approval of FY 2025 Auxiliary Enterprise Budgets** – Interim VP Larson overviewed the proposed 2025 Auxiliary Enterprise Budgets. Frederick Community College Auxiliary Enterprises include the bookstore, The Carl & Norma Miller Children’s Center, and dining services (managed by Canteen). These business-type activities generate revenue from sales and provide services to the College. Students and employees benefit from these



services; however, the College provides a subsidy to balance the Auxiliary Enterprises budgets.

Each of the auxiliary budgets also includes a contribution to the College that represents the indirect expenses incurred for related plant/facilities, administrative and personnel costs. For FY 2025, the College used a formula provided by its auditing firm to calculate indirect costs.

*On a motion made by Trustee Whitworth, the Board approved the FY 2025 Auxiliary Enterprise Budgets 6-0-1, as presented, with Trustee Molesworth absent.*

### **CLOSED SESSION**

*At 11:43 a.m., the motion was made by Vice Chair Lynch to convene in closed session and approved by the Board 6-0-1, with Trustee Molesworth absent.*

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; 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; Theodore Luck; Tracey McPherson; Dr. William Reid; and Myrna Whitworth. Trustee Dr. John Molesworth was unable to attend. Also attending in person were President Dr. Annesa

Payne Cheek, Secretary/Treasurer of the Board; Avis Boyd, Chief of Staff to the President; and Kari Melvin, Recording Secretary.

The Board reviewed closed session minutes from April 17, 2024.

*On a motion made by Vice Chair Lynch, the Board approved the April 17, 2024 closed session minutes 6-0-1, with Trustee Molesworth absent.*

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

*The meeting adjourned at 1:40 p.m.*

### **NEXT MEETING**

The next regular meeting of the Board will be held on Tuesday, June 4, 2024.

Dr. Annesa Payne Cheek  
Secretary/Treasurer

Prepared by Kari Melvin  
Office of the President  
Frederick Community College



**To:** Dr. Annesa Payne Cheek, President  
Frederick Community College Board of Trustees

**From:** Chris Kielt, Interim Chief Information Officer

**Date:** June 4, 2024

**Subject: Consent Item**  
Approval of Piggyback Contract with Audio Video Group for turnkey services including procurement and installation of AV equipment at the Monroe Center in the amount of \$268,775; Piggyback of the Maryland Education Enterprise Consortium (MEEC) Contract #TU-1901

## **OVERVIEW**

The Audio-Visual Technology Refresh Plan provides for the replacement of classroom technology on a seven-year cycle. Equipment in sixteen (16) rooms at the Monroe Center is scheduled for replacement. To minimize disruption to classes, the equipment replacement is scheduled for Summer 2024 or Fall 2025 (depending on equipment turnaround time). The Audio Video Group (AVG) in Frederick will manage the procurement and installation of the new technology.

## **ANALYSIS**

- The existing technology will be replaced with new audio-visual systems, interactive projection surfaces, and cameras and microphones for hybrid classroom options.
- AVG is a member of the Maryland Education Enterprise Consortium (MEEC) AV Contract (#TU-1901 for installation services).
- The MEEC AV contract was awarded through a competitive RFP process that followed the USM Procurement Policies & Procedures and was approved by the University System of Maryland's Board of Regents.
- This contract provides 15% - 42% discounts on materials and services.

## **RECOMMENDATION**

It is recommended that the Board of Trustees approve the use of the Maryland Education Enterprise Consortium (MEEC) Contract #TU-1901, with Audio Video Group (AVG), for IT procurement and installation services in the amount of \$268,775.

## **ATTACHMENT(S)**

None



**To:** Dr. Annesa Payne Cheek, President  
Frederick Community College Board of Trustees

**From:** Dr. Barbara Larson, Interim VP for Finance and Administration

**Date:** June 4, 2024

**Subject: Consent Item**  
Award Recommendation - RFB 24-CPPM-08, Construction Services for  
Central Plant Optimization

### **OVERVIEW**

The central plant is a network of chillers, boilers, chilled and hot water pumps, cooling towers, valves, pipes and electronic controls located in a structure attached to the Athletics Center (Building D). It is original to the campus and serves most major campus buildings; Annapolis Hall, Braddock Hall, Catoctin Hall, Sweadner Hall, the Conference Center, the Student Center, and the Visual and Fine Arts Building. The central plant is the largest consumer of electrical power on campus.

Following an engineering study in 2015, three boilers, two chillers and a cooling tower were replaced in 2016. However, that project did not replace all original heating, ventilation and air conditioning (HVAC) equipment. The current configuration of the central plant makes it difficult and inefficient to operate because of pump sizes and configurations that are not able to develop proper pressure. The project described in this recommendation will improve equipment efficiency, reduce energy costs, and most importantly, improve Plant Operations' staff ability to maintain building comfort through enhanced automation.

The College recently requested bids from qualified vendors for Construction Management Services for the Central Plant Optimization project. Renovations include replacing original equipment, which is beyond life expectancy. Budgeted funds for this project are available from Systemics (County funding) and from State Supplemental Renewal Funding for capital projects.

The project scope includes addressing heating water, chilled water and condenser water systems within, and immediately outside of, the central plant facility. In general, the scope will include demolition of existing piping and equipment, piping reconfigurations and additions, the replacement and addition of pumps with Variable Frequency Drives (VFDs), new and updated Building Automation System (BAS) controls, and the reconfiguration and addition of associated electrical work.

## **ANALYSIS**

A formal request for bids (RFB) was advertised on eMaryland Marketplace Advantage and posted on the College Bid Board on February 28, 2024. The College followed the established RFB process. Four (4) bids were received, and all bids exceeded an outside engineer's estimate for the project. The College revised the project scope of work and negotiated with the low bidder to reduce the cost.

Primary scope modifications to achieve a savings of \$309,000 included:

- Existing Boiler to remain
- Existing concrete pad to remain
- Delete floor patching and epoxy floor painting
- Delete installation of a gantry rail system
- Delete fill of abandoned piping. Cap piping at grade in lieu of fill.
- Delete insulated pump housing
- Delete project management software (Procore)
- Delete Critical Path Method schedule consultant services. Contractor to provide project schedule.

None of the scope modifications diminish the effectiveness of the project. The low bidder, M&M Welding and Fabricators, Inc., submitted a revised bid that aligned with the available funding.

## **RECOMMENDATION**

Recommend the award of RFB 24-CPPM-08 Construction Services for Central Plant Optimization to M&M Welding and Fabricators, Inc. for \$1,843,000, plus a 10% contingency fee of \$184,300 for a total award of \$2,027,300. Funds for this project are available in the State FY23 Facilities Supplemental Renewal Funding and the College Systemics budgets.

## **ATTACHMENT(S)**

No attachments



# Frederick Community College **FOUNDATION, INC.**

**REPORT TO THE FCC BOARD OF TRUSTEES**

**June 4, 2024**



# Frederick Community College FOUNDATION, INC.

## BOARD OF DIRECTORS

### OFFICERS

Justin Ramsburg, Chair

Christopher Clemons, Vice Chair

Frank Jarboe, Sr., Treasurer

Reba Beaver, Secretary

Philip Sewell, Past Chair

### BOARD DIRECTORS

Wil Graham

Jon Holmes

Stephanie Magnus

Nideen Morrison

Dave Schmidt

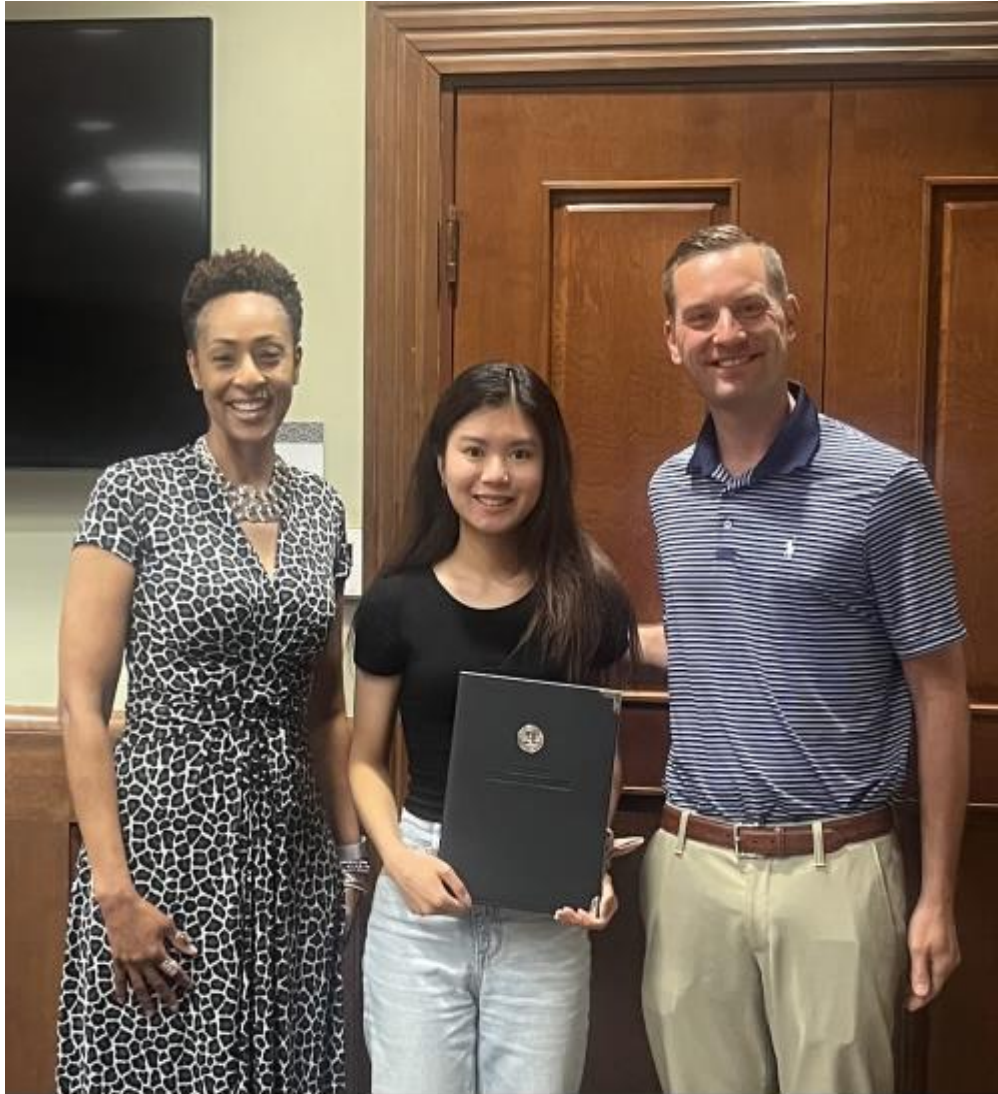
Daniel Spruill

Cody Weinberg

President Annesa Payne Cheek

Board of Trustee Liaison, Myrna Whitworth

Deborah Powell, Executive Director





## **THE FCC FOUNDATION MISSION**

...Remove barriers to a community college education and provide financial support so all students can succeed and positively contribute to our community.





**FCC Foundation Funds Invested with USMF**

**Current Value for *the*  
*Period Ending February 31, 2024***

**\$19,942,633.13**



# Frederick Community College FOUNDATION, INC.

## SUPPORT STRATEGIC GOAL #4

**ENSURE THE FISCAL STABILITY AND SUSTAINABILITY OF THE COLLEGE**

## FY 2024 PRIORITY

**ENHANCE THE COLLEGE'S ABILITY TO ADVANCE STUDENT ACCESS, PROGRESS,  
AND SUCCESS THROUGH INCREASED PHILANTHROPIC SUPPORT**

## FY 2024 FINANCIAL GOAL

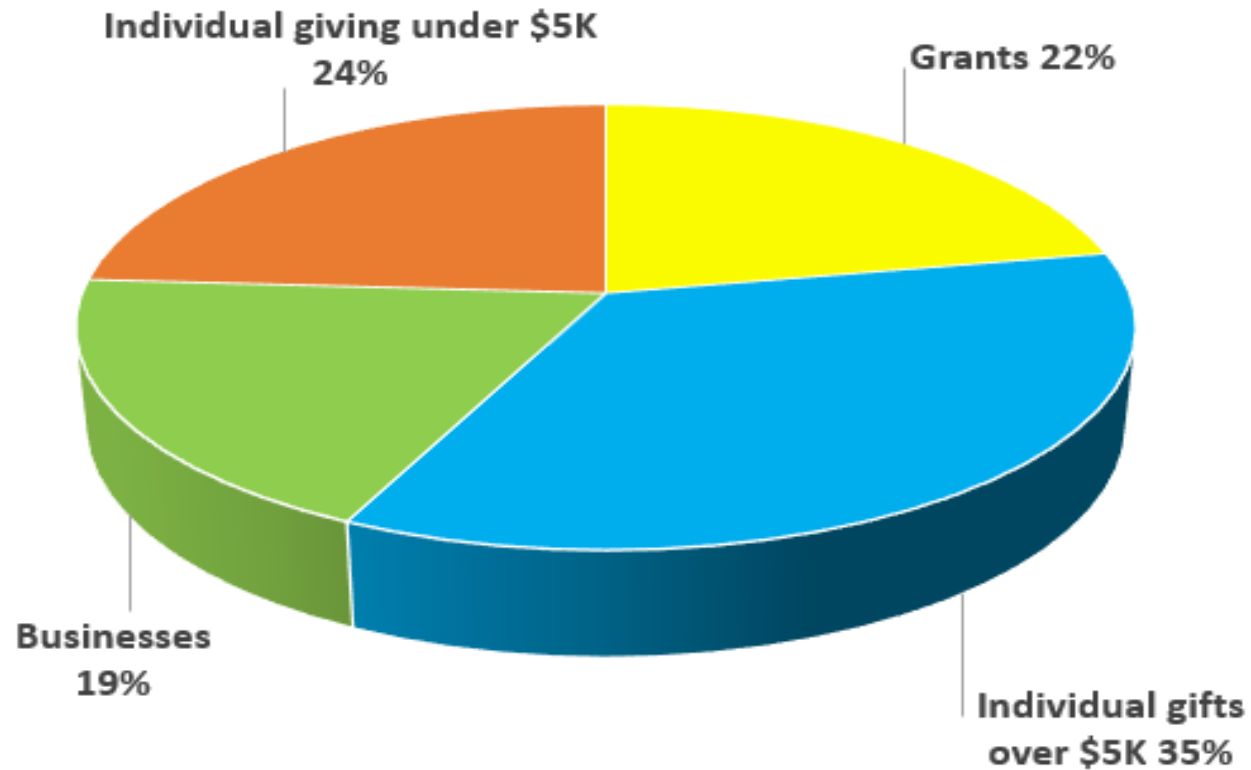
**\$850,000**

**Raised to Date: \$795,959**

**Projected by 6/30/2024: \$1,024,159**

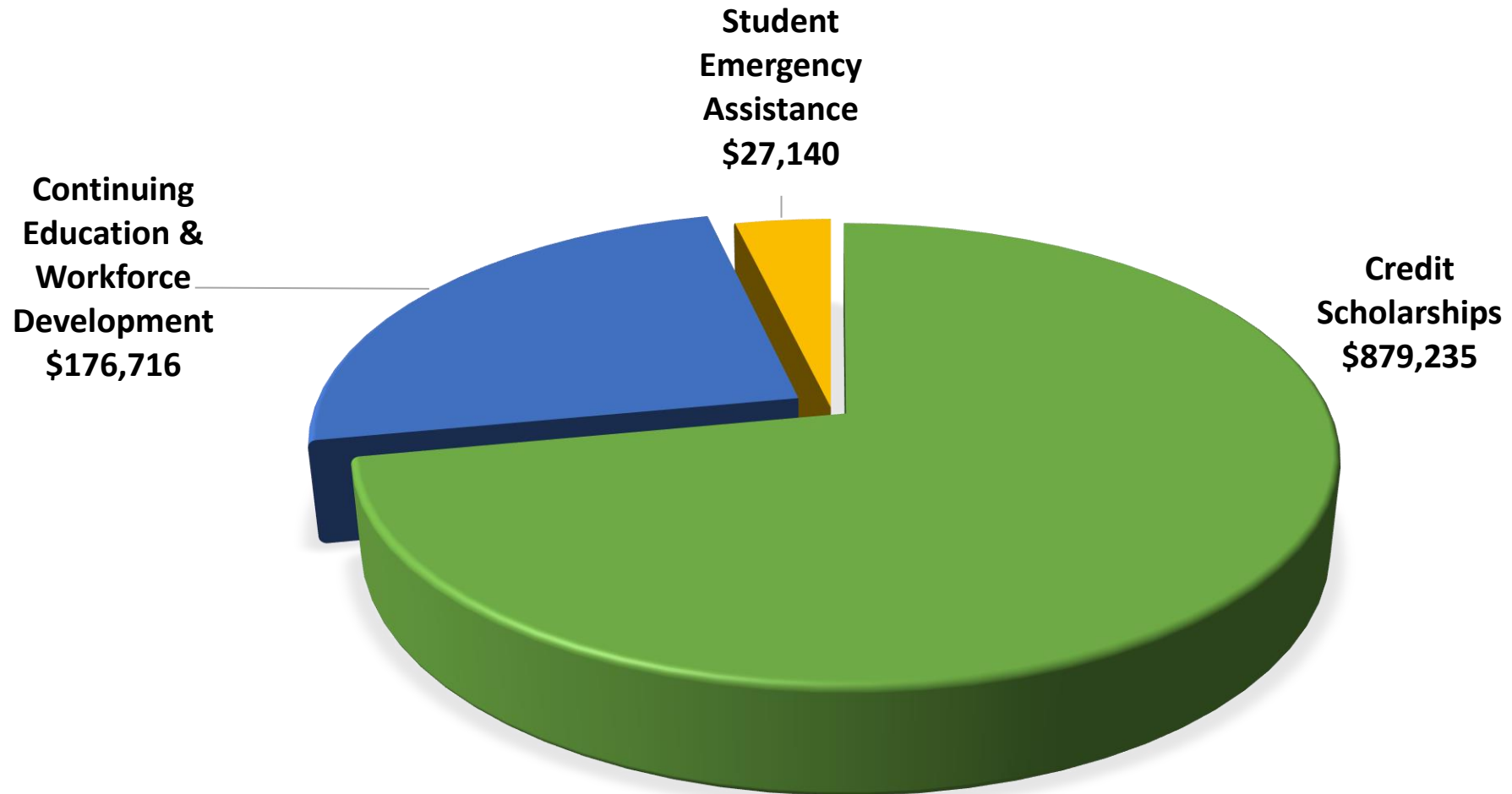


# FY2024 Giving by Donor Type





## **FY 2024 SCHOLARSHIP AWARDS \$1,083,091**





United Way of  
Frederick County

## CHROMEBOOK EVENTS

- 210 Chromebooks distributed to FCC students!



# WORKFORCE DEVELOPMENT PARTNERSHIP WITH TRUIST BANK

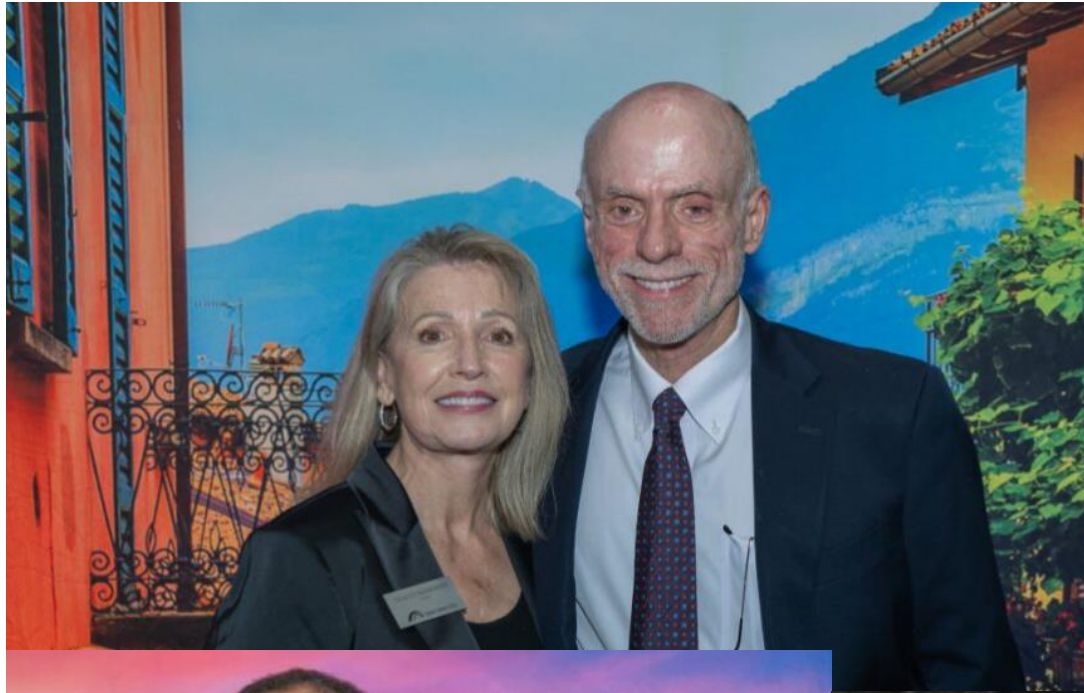


# LEADERSHIP FREDERICK EDUCATION DAY



# ASPIRE EVENT









# LOOKING AHEAD TO FY2025



Presented by the William E. Cross Foundation

Monday, September 9, 2024

Maryland National Golf Club, 8:00 a.m. to 4:00 p.m.

Proceeds go to student and student-athlete scholarships!



## **FCC BOARD OF TRUSTEES POLICY**

**Policy Type:** Board-CEO Delegation

**Policy Title:** Global Statement

**Policy Number:** BCD-0

**Date Adopted:** 6.4.2024

**Version:** 1.0



**Date Last Reviewed:** 6.4.2024

**Office Responsible:** President's Office

**Reviewing Committee:** Board of Trustees

The Board's sole official connection to the operational organization, its achievements and conduct will be through a chief executive officer, titled President & CEO, hereinafter "President."

<b>Date Of Change</b>	<b>Version</b>	<b>Description of Change</b>	<b>Responsible Party</b>
6.4.2024	1.0	First release following Policy Governance consulting work.	President

**FCC BOARD OF TRUSTEES POLICY**

**Policy Type:** Board-CEO Delegation

**Policy Title:** President Succession

**Policy Number:** BCD-5

**Date Adopted:** 6.4.2024

**Version:** 1.0

**Date Last Reviewed:** 6.4.2024

**Responsible Party:** President's Office

**Reviewing Committee:** Board of Trustees

In its role of assuring organizational performance and continuity, the Board shall act in the event of the President's absence to ensure consistent leadership for the management of the organization and, if necessary, an orderly transition in President succession.

### **Short- and Long-Term Absences**

1. The Board considers a short-term absence to be one which is longer than one month and less than six months in which it is expected that the President will return to their position once the event that precipitated the absence is resolved. Any absence longer than six months constitutes a long-term absence.
  - 1.1. For a short-term absence, the President will designate to the Board up to two College executive staff members, one of whom the Board shall choose to assume temporary (i.e., Acting President) leadership of the operation of the organization. The Acting President, to the extent feasible, will have a full suspension of their normal duties during this temporary period.
2. For a long-term absence, the Board will meet as soon as feasible at a special or regular meeting to appoint an Acting President.
  - 2.1. The Acting President will have the same authority and accountability as the President. Furthermore, if the Acting President is a member of the College executive staff, they will have a suspension of their normal duties to the fullest extent possible.
3. The Board will determine if it wishes to amend its Executive Limitations in areas of significant organizational risk or increase the frequency of monitoring for any policy or any part of any policy for the period of the President's absence.

4. In addition to monitoring Acting President performance through the normal cycle of monitoring reports, the Board will provide a summative performance assessment of the Acting President at agreed upon intervals.
5. The Board will determine compensation for the Acting President appointment.
6. Immediately upon the appointment of the Acting President, the Board Chair, in collaboration with the newly appointed Acting President, will notify the Senior Leadership Team, College employees, the FCC Foundation, Inc. Board of Directors, and key civic and organizational leaders of the appointment. Appropriate and timely notice shall also be provided to the entire College community.

### **Return from Absence**

1. The Board and President shall mutually decide upon the schedule for return to the position.
2. Upon the President's return, and as is deemed appropriate by the President and the Board Chair, the President may maintain a reduced schedule for a set period of time with the commitment of working toward a full-time schedule.
3. If either the short- or long-term absence entails a medical or other event that the College is unable to reasonably accommodate, the Board shall determine the anticipated return to service and/or the inability to do so and the period of time that it is prudent to continue with the Acting President appointment.
4. If the President notifies the Board that the absence will be permanent, the Board Chair, with input and direction from Trustees, will develop a plan for recruitment and selection of a new Permanent President.
  - 4.1. The Board reserves the right to relieve the Acting President (allowing them to return to their position and normal duties) in favor of appointing an Interim President (i.e., internal employee, external consultant, or other external hire) until a Permanent President is selected.
5. Service as Acting or Interim President shall not preclude an individual from being considered by the Board for permanent appointment as College President.
6. Regardless of the process used, the Board will approve the person to be appointed Interim and/or Permanent President.

<b>Date Of Change</b>	<b>Version</b>	<b>Description of Change</b>	<b>Responsible Party</b>
6.4.2024	1.0	First release following Policy Governance consulting work.	President



## FCC BOARD OF TRUSTEES POLICY

**Policy Type:** Board-CEO Delegation

**Policy Title:** President Compensation

**Policy Number:** BCD-6

**Date Adopted:** 6.4.2024

**Version:** 1.0

**Date Last Reviewed:** 6.4.2024

**Responsible Party:** President's Office

**Reviewing Committee:** Board of Trustees

The President's compensation will be decided by the Board and based on organizational performance and executive market conditions.

1. The President's performance is synonymous with organizational performance as revealed by the President's monitoring reports in accordance with Board policy.
2. "Total compensation" encompasses the entire range of salary, benefits, and all other forms of compensation.
3. Total compensation is to be competitive with similar performance within the marketplace while placing some portion of the President's total compensation at risk by tying it to Ends achievement and compliance with Executive Limitations policies. The executive marketplace to be considered is institutions of higher learning of comparable size, challenges and complexities.
  - 3.1. If the President is fully compliant with Ends and Executive Limitations, their total compensation will be set at market value in the marketplace identified above. Market Value will be determined utilizing a compensation analysis conducted by an outside third party experienced in executive compensation. The Chair may establish an ad hoc committee to work with the outside third party and gather additional information to provide options and their implications to the full Board for its consideration and decision.
  - 3.2. The Board may award a bonus to the President when the Board has determined the President has substantially achieved Ends and complied with Executive Limitations.



<b>Date Of Change</b>	<b>Version</b>	<b>Description of Change</b>	<b>Responsible Party</b>
6.4.2024	1.0	First release following Policy Governance consulting work.	President



## FCC BOARD OF TRUSTEES POLICY

**Policy Type:** Executive Limitations

**Policy Title:** Asset Protection

**Policy Number:** EL-9

**Date Adopted:** 6.4.2024

**Version:** 1.0

**Date Last Reviewed:** 6.4.2024

**Office Responsible:** President's Office

**Reviewing Committee:** Board of Trustees

The President shall not allow College assets to be unprotected, inadequately maintained or unnecessarily risked.

Further, without limiting the scope of the preceding statement by the following list, the President shall not:

1. Permit the organization to have inadequate insurance against property, casualty, and cyber (i.e., data) losses.
  - 1.1. Fail to ensure that the organization obtains appropriate and adequate levels of insurance to protect its property and operations against scope of perils, and
  - 1.2. Permit the organization to insure its property and operations with inadequate valuation.
    - 1.2.1. Permit insurance of all buildings and contents to be at less than the cost to replace buildings and contents, with an adequate and appropriate blanket limit of all buildings and contents.
    - 1.2.2. Permit the College to have inadequate insurance or bonding for theft, disappearance or destruction of money, and securities inside or outside the premises.
  - 1.3. Permit the organization to have inadequate privacy/cyber insurance.
2. Permit the Board members, College employees, and other individuals engaged in activities on behalf of the organization, or the organization itself, to have inadequate liability insurance. Directors and Officers liability protection shall be obtained with adequate limits given institutional risks.

3. Permit individuals traveling out of the United States, on behalf of the College, to have inadequate travel accident insurance.
4. Allow the College to have inadequate insurance for theft and crime coverage.
5. Unnecessarily expose the organization, its Board members or College employees to claims of liability.
  - 5.1. Allow any material contracts or material internal human resource documents to be executed with inadequate review by qualified legal counsel.
6. Fail to ensure that the companies chosen to provide insurance coverage are highly rated, well regarded and known for fair claims practices.
7. Compromise the independence of the Board's audit or other external monitoring or advice.
8. Receive, process, or disburse funds under controls which are insufficient to meet audit standards or inadequate, by industry standards, to detect and prevent fraud.
9. Make any purchases that do not result in appropriate level of quality, after-purchase service, and value for dollar, or do not provide opportunity for fair competition.
  - 9.1. Make any purchase wherein normally prudent protection has not been evaluated against conflict of interest.
  - 9.2. Make any purchase that fails to follow the College's published guidelines and applicable State procurement guidelines for price and quality competition based on price thresholds, unless considered a 'sole-source.' Orders shall not be split to avoid procurement requirements or required competition among vendors.
10. Endanger the organization's public image, credibility, or its ability to accomplish Board Ends.
  - 10.1. Allow non-adherence to guidelines required for institutional and secondary program accreditation.
  - 10.2. Accept gifts or grants which obligate the College to make future expenditures or encumber future decision-making or take future actions other than those that are reasonably required by the gift or grant.
  - 10.3. Publicly position the College in support of, or opposition to, any known political organization, or candidate for public office.
  - 10.4. Develop or continue collaborative relationships with organizations whose principles or practices are incompatible with those of the College.
  - 10.5. Allow relationships with the Ownership and/or stakeholders to be inconsistent with the productive cooperation necessary to the achievement of Ends.

11. Change the organization's name or substantially alter its identity in the community.
12. Create or purchase any subsidiary corporation.

<b>Date Of Change</b>	<b>Version</b>	<b>Description of Change</b>	<b>Responsible Party</b>
6.4.2024	1.0	First release following Policy Governance consulting work.	President



## FCC BOARD OF TRUSTEES POLICY

**Policy Type:** Executive Limitations

**Policy Title:** Investments

**Policy Number:** EL-10

**Date Adopted:** 6.4.2024

**Version:** 1.0

**Date Last Reviewed:** 6.4.2024

**Office Responsible:** President's Office

**Reviewing Committee:** Board of Trustees

The President shall not permit investments that are inconsistent with federal, state or local laws, nor to be managed in a way that is inconsistent with the primary investment objectives of capital preservation and reasonably assured revenue growth.

Further, without limiting the scope of the above statement by the following list, the President shall not:

1. Permit investments to be managed without the active involvement of well-qualified investment advisors with a proven track record, and who are independent of any investment fund.
  - 1.1. Permit the advisor to take title to any assets.
  - 1.2. Permit the advisor to withdraw any funds from the accounts except to cover payment of previously agreed-to fees, or at the specific direction of the College's Chief Financial Officer or President.
2. Permit investments that are insufficiently liquid to meet the organization's anticipated expenditures without incurring penalties.
3. Permit borrowing money for the sole purposes of investment.
4. Permit the investment of cash accounts (or operating capital) in anything other than those which comply with the applicable sections of the State Finance and Procurement Article of the Maryland Code.

<b>Date Of Change</b>	<b>Version</b>	<b>Description of Change</b>	<b>Responsible Party</b>
6.4.2024	1.0	First release following Policy Governance consulting work.	President



## **FCC BOARD OF TRUSTEES POLICY**

**Policy Type:** Executive Limitations

**Policy Title:** Compensation and Benefits

**Policy Number:** EL-11

**Date Adopted:** 6.4.2024

**Version:** 1.0

**Date Last Reviewed:** 6.4.2024

**Office Responsible:** President's Office

**Reviewing Committee:** Board of Trustees

With respect to employment, compensation and benefits for employees, consultants, independent contractors and volunteers, the President shall not cause or allow jeopardy to the College's fiscal integrity or public image.

Further, without limiting the scope of the above statement by the following list, the President shall not:

1. Change their own compensation and benefits.
2. Establish current compensation and benefits that deviate materially from the geographic or professional market for the skills employed or from the approved budget.
  - 2.1. Establish or change compensation and benefits that deviate from the current collective bargaining agreement(s).
3. Create obligations over a longer term than revenues can be safely projected.
4. Promise or imply permanent or guaranteed employment.
  - 4.1. No College employee, except for the College President or their official designee, is permitted to extend an offer of employment to any candidate or non-employee.



<b>Date Of Change</b>	<b>Version</b>	<b>Description of Change</b>	<b>Responsible Party</b>
6.4.2024	1.0	First release following Policy Governance consulting work.	President



## FCC BOARD OF TRUSTEES POLICY

**Policy Type:** Governance Process

**Policy Title:** Handling Alleged Policy Violations

**Policy Number:** GP-13

**Date Adopted:** 6.4.2024

**Version:** 1.0

**Date Last Reviewed:** 6.4.2024

**Office Responsible:** President's Office

**Reviewing Committee:** Board of Trustees

*NOTE: For the purposes of this policy, Board policy violation is defined as the willful and intentional neglect of the policy as interpreted or actions taken or decisions made that are known, or reasonably should be known, to be in violation of policy. Board policy violation should not be confused with the level of policy compliance (full, partial, non-compliance).*

The Board has the responsibility to monitor the President's performance on a regular basis. If there is a reasonable appearance of a Board Ends or Executive Limitations policy violation, even though a particular policy is not scheduled for monitoring, the Board may request a monitoring report at any time.

1. Conditions which may trigger a request for an off-cycle (12-month lookback) monitoring may include:
  - 1.1. One or more Trustees receive complaints or become aware of a pattern of similar instances that, taken together, raise questions about Board policy violations.
  - 1.2. A single incident or complaint is of a nature or severity that, regardless of how it is resolved, gives rise to a serious question of Board policy violation.
2. If either of the above conditions exist:
  - 2.1. The Trustee shall inform the Board Chair of the situation. If the alleged situation presents a potential material level of risk to the College, the procedure outlined in Paragraph 3 shall be followed. If the alleged situation does not present a potential material level of risk to the College, the Board Chair shall promptly inform the President.

- 2.2. The Board shall direct the President to submit an off-cycle monitoring report for the Board's review. The Board shall review the report to determine whether the President violated Board policy.
  - 2.3. If it is determined that the President did not violate Board policy, the matter shall be concluded by the Board. If the matter came to the attention of the Board by a complaint, the Board Chair shall communicate the decision to the complainant.
  - 2.4. If a Trustee believes that a policy amendment should be made to prevent a similar situation from recurring, the Board member should ask the Board Chair to put the item on the next agenda.
    - 2.4.1. If the Board makes changes to the policy or determines that a new policy is required, the Board will take the steps necessary to amend an existing policy or create a new policy. Once the Board completes its work, the President will be asked to create a new interpretation. The Board will assess whether the interpretation falls within any reasonable interpretation of the policy. Once consensus is achieved as to the interpretation, the monitoring reporting shall return to its normal cycle.
  - 2.5. If it is determined that the President violated or is violating Board policy, the Board, with or without the assistance of counsel, in the Board's discretion, shall determine the degree of seriousness of the issue and address the President regarding performance in a closed session.
3. If the alleged situation presents a material level of risk to the College, the Board Chair and Vice Chair shall meet with legal counsel to review the alleged situation and to determine whether a special meeting of the Board should be called. If it is determined that a special meeting of the Board should be called to address the alleged situation, the Board Chair shall inform the President and call a special meeting of the Board as soon as practical. At the special meeting the Board shall determine if (a) it needs to seek separate outside legal counsel, (b) engage an external, qualified, independent third party, or (c) take such other actions as the Board deems appropriate and warranted.

<b>Date Of Change</b>	<b>Version</b>	<b>Description of Change</b>	<b>Responsible Party</b>
6.4.2024	1.0	First release following Policy Governance consulting work.	President

**2025**  
**BOARD OF TRUSTEES**  
**MEETING SCHEDULE**

**January 15**

**February 19**

**March 19**

**April 23 \***

**May – No Meeting**

**June 11 \*\***

**July – Retreat TBD**

**August 20**

**September 17**

**October 15**

**November 19**

**December – No Meeting**

**All meetings are held on the third Wednesday of the month at 4:30 p.m.  
(unless otherwise indicated)**

**\* Fourth Wednesday of the month**

**\*\* Second Wednesday of the month**



**To:** Dr. Annesa Payne Cheek, President  
Frederick Community College Board of Trustees

**From:** Dr. Barbara Larson, Interim VP for Finance and Administration

**Date:** June 4, 2024

**Subject: Action Item**  
Approval of Renewal of Property, Casualty, Cyber, and International Insurance

## OVERVIEW

The College has an established agreement for broker services with McGriff Insurance Services to annually secure needed insurance coverages. McGriff has obtained quotes for the College's property, casualty (to include General and Educators Legal Liability, auto, workers compensation, and umbrella), cyber and international insurance for FY 2025 beginning July 1, 2024. All quotes are net of commission since the College pays McGriff directly for their services. For Fiscal Year 2025, McGriff's fee for services is \$20,500.

## ANALYSIS

Based on quotes received and negotiated by McGriff, the most favorable rates continue to be from the current carriers: Affiliated FM (AFM) for property coverage, Utica National for casualty, Tokio Marine for cyber coverage and ACE for international coverage. For property, casualty, and international insurance, the numbers of current and past claims influence the premium rates. As shown in the legend accompanying the attached summary table, all four (4) recommended carriers maintain an AM Best Rating of A (Excellent) or better.

- Total property insurance premium increase is 6.3% for a premium cost of \$132,715. Based on the most recent appraisal, the College's property values increased approximately 2%, and the bid yielded a rate increase of 4%, much better than current industry average increases of 12%.
- The estimated premium for all casualty insurances remains flat, year over year, with a total premium cost of \$210,272 for FY 2025. Premiums for higher education liability insurances are increasing nationwide due to increased exposure to claims (discrimination, sexual assault, etc.) and more costly settlements. However, the College's Workers Compensation premium dropped 9.3% based on improved experience (recent claims history).

- With an FY 2025 premium cost of \$11,626, the College's Cyber Liability insurance premium represents a small portion of the College's total insurance cost. However, the rate for next year has increased based on an increase in the College's projected revenues. A higher revenue indicates a potentially more significant financial loss in the event of a cyberattack.
- The College's premium for International Insurance coverage remains at \$2,500 for FY 2025. This policy provides coverage for students, employees or chaperones who may have medical needs while traveling outside of the U.S. on College-sponsored activities.

### **RECOMMENDATION**

Recommend Board approval to award property coverage to Affiliated FM for an estimated cost of \$132,715, casualty insurance to include liability, auto, workers compensation and umbrella) to Utica National for an estimated cost of \$210,272, cyber insurance to Tokio Marine for \$11,626, and international insurance to ACE for \$2,500, totaling \$357,113 for Fiscal Year 2025. The total has been included in the FY 2025 Operating Budget.

Frederick Community College 2024 - 2025 Renewal Premiums						
Coverages	2021-2022	2022-2023	2023-2024	2024 - 2025		
				Updated Exposures		
	Annualized	Annualized	Annualized	Premium	Premium change	Notes
<b>Property</b>						
Property	\$89,290	\$109,557	\$121,129	\$128,815	6.3%	Total Insured Value ↑ 2%. Industry Average is 12%
Business Income / Extra Expense	incl	incl	incl	incl		
Flood	incl	incl	incl	incl		
Earthquake	incl	incl	incl	incl		
Builders Risk - Linganore Hall	incl	incl	N/A	N/A		
Terrorism	\$3,500	\$3,500	\$3,750	\$3,900		Can be excluded for premium savings.
<b>AFM Total</b>	<b>\$92,790</b>	<b>\$113,057</b>	<b>\$124,879</b>	<b>\$132,715</b>	<b>6.3%</b>	
<b>Casualty</b>						
General Liability	\$34,595	\$36,274	\$45,589	\$55,333	21.4%	Higher Ed Industry claim increases driving rate
Educators Legal Liability	Incl	Incl	Incl	Incl		
Health Student Professional Liability	Incl	Incl	Incl	Incl		
Crime	\$2,494	\$2,547	\$2,480	\$2,480	0.0%	
Abuse or Molestation	Incl	Incl	Incl	Incl		
Employee Benefits	Incl	Incl	Incl	Incl		
Auto	\$13,693	\$16,256	\$23,681	\$23,365	-1.3%	Removed 1 veh, 2 cycles
Workers Compensation	\$93,337	\$110,998	\$121,282	\$110,001	-9.3%	Workers Comp Experience Mod ↓from .96 to .85, "All Other" Payroll ↓ 30%
Workers Compensation - Minnesota	No Cov	\$668	\$673	\$680	1.0%	
Garagekeepers	Incl	Incl	Incl	Incl		
Umbrella	\$13,757	\$15,430	\$16,818	\$18,413	9.5%	
<b>Utica FCC Total</b>	<b>\$157,876</b>	<b>\$182,173</b>	<b>\$210,523</b>	<b>\$210,272</b>	<b>-0.1%</b>	
Cyber Liability	\$17,173	\$10,081	\$10,081	\$11,626	15.3%	Premium increase due to projected revenue increase
International (3/8/22 - 23)	\$2,500	\$2,500	\$2,500	\$2,500	0.0%	
<b>FCC Subtotal</b>	<b>\$270,339</b>	<b>\$307,811</b>	<b>\$347,983</b>	<b>\$357,113</b>	<b>2.6%</b>	
<b>Fee</b>	<b>\$20,500</b>	<b>\$20,500</b>	<b>\$20,500</b>	<b>\$20,500</b>	<b>0.0%</b>	
<b>TOTAL</b>	<b>\$290,839</b>	<b>\$328,311</b>	<b>\$368,483</b>	<b>\$377,613</b>	<b>2.5%</b>	
Rate Change	2.2%	-3.3%	4.7%			
<b>FCC Foundation &amp; Fund</b>						
Package	\$556	\$602	\$663	\$737	11.2%	Business Personal Property ↑ 5%
Umbrella	\$2,797	\$2,689	\$2,689	\$2,689	0.0%	
D&O/EPLI/Crime	\$4,567	\$4,656	\$4,918	\$4,932	0.3%	
<b>FCC Foundation Total</b>	<b>\$7,920</b>	<b>\$7,947</b>	<b>\$8,270</b>	<b>\$8,358</b>	<b>1.1%</b>	

- Affiliated FM - AM Best Rating A+ (Superior)
- Utica National- AM Best Rating A (Excellent)
- Travelers - AM Best Rating A++ (Superior)
- Chubb - AM Best Rating A++ (Superior)
- Tokio Marine/HCC - AM Best Rating A++ (Superior)
- ACE - AM Best Rating A++ (Superior)





**To:** Frederick Community College Board of Trustees

**From:** Dr. Annesa Payne Cheek, President

**Date:** June 4, 2024

**Subject: Action Item**  
Approval of Proposed Agreement for Legal Services for FY 2025 with Pessin Katz Law, P.A.

#### **OVERVIEW**

Board Governance Process Policy GP-4, Board Job Contributions, Section 6 states that the Board has direct responsibility to "... provide a transparent process of review and disclosure that enhances owner and stakeholder confidence in the organization's legal counsel and auditor utilization." Further, Section 6.1 states "The Board may, at its discretion engage in additional options to assist the Board in its decision-making, including but not limited to, appointment, compensation and oversight of the College attorney; designation of specific area(s), if any, of legal focus; and liaison with legal counsel on behalf of Board."

#### **ANALYSIS**

- The Board appointed Pessin Katz Law, P.A. as College legal counsel in June 2013. A retainer agreement has been executed each year since then.
- The annual retainer of \$95,000 for FY 2025 is an increase of \$5,000 over last fiscal year. The retainer has been at \$90,000 since FY 2019.
- A \$15 increase in the hourly rate, from \$320 per hour to \$335 per hour, is proposed.
- Any fees in excess of the retainer are billed at the end of June at 80% (a 20% discount). All ordinary out-of-pocket expenses will also be billed at the end of June.
- Any extraordinary expenses (e.g., expert witness fees, transcription services, etc.) will be billed as they are incurred.

#### **RECOMMENDATION**

Recommend approval of Proposed Agreement for Legal Services for FY 2025 with Pessin Katz Law, P.A.

#### **ATTACHMENT(S)**

Proposed Agreement for Legal Services for FY 2025

David N. Pessin °  
Drake Zaharris \* ^ ●  
Patricia McHugh Lambert\*  
Rochelle S. Eisenberg  
Edmund J. O’Meally  
Catherine W. Steiner  
Mairi Pat Maguire \*  
Kimberly L. Battaglia  
Gregory S. Weiner \*  
Paul M. Finamore \*  
Lauren B. Ades  
Eric E. McLauchlin  
Aidan F. Smith  
Kimberly A. Longford  
Chantelle M. Custodio \*  
Robert S. Campbell  
Elliott D. Petty  
David A. Burkhouse  
Andrew G. Scott  
Kambon R. Williams +  
Adam E. Konstas  
Helen M. Smith\*  
Susan Euteneuer  
Megan G. Anderson

PESSIN KATZ LAW, P.A.

ATTORNEYS AT LAW  
SUITE 500  
901 DULANEY VALLEY ROAD  
TOWSON, MARYLAND 21204

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[www.pklaw.com](http://www.pklaw.com)

Direct Line  
(410) 339-6757

[comeally@pklaw.com](mailto:comeally@pklaw.com)

Gerald M. Katz (1937-2014)

\* Also Admitted in DC ● Also Admitted in MA  
^ Also Admitted in PA >Also Admitted in FL  
° Also Admitted in GA + Also Admitted in NY  
~ Also Admitted in NJ

April 23, 2024

John Umholtz  
Halle P. Gray  
~Meghan E. Sibiski  
Jim Nghieu  
Jason C. Parkins  
>Alejandro Camacho  
\*Ana-Maria Bruneteau  
Nathan H. Adams  
Briah Gray  
Dino Profili  
M. Elisabeth Silva  
Hannah M. Wardell

Counsel  
Tracey Dallahan-McLauchlin  
Noelle W. Newman  
Kimya B. Thomas

Of Counsel  
Steven A. Allen  
Barry Bach  
Carl R. Gold  
Elizabeth A. Green  
Randall M. Lutz  
Natalie C. Magdeburger  
\*>Meredith B. Martin  
Margaret M. McKee  
Henry E. Schwartz  
Andrew H. Vance  
^ Thomas J. Zagami

**By Electronic Mail**

Carolyn Kimberlin, Chair  
Board of Trustees  
Frederick Community College  
7932 Opossumtown Pike  
Frederick, MD 21702

Re: Proposed Agreement for Legal Services for FY 2025

Dear Chair Kimberlin:

On behalf of the law firm of Pessin Katz Law, P.A, I am happy to propose that the Board of Trustees of Frederick Community College (hereinafter, the “College”) retain our Firm for fiscal year 2025.

For fiscal year 2025, we propose a retainer arrangement similar to what we have had in the current and past years but with a modest increase to the annual retainer and to the hourly rate. For the retainer, we propose an increase from the current \$90,000 to \$95,000, which will be paid monthly at a set amount of \$7,916.67 per month. For the hourly rate, we also propose an increase from the current \$320.00 per hour to \$335.00 per hour. As in the current and prior years, the hourly charges will be applied against the retainer each month with an annual reconciliation of any fees that are incurred in excess of the retainer at the end of June billed at 80% over the retainer amount (*i.e.*, a fee discount of 20%). All ordinary out-of-pocket expenses incurred will also be billed at the end of June. As in the past, any extraordinary expenses (*e.g.*, expert witness fees, transcription services, etc.) will be billed as they are incurred.

Carolyn Kimberlin, Chair

April 23, 2024

Page 2

My partners and I have greatly enjoyed working with the College since 2013, and we look forward to continuing our relationship in the future. We are dedicated to being responsive to the College's legal needs, are available to come to the College's campus whenever the need arises. We are committed to providing the very best advice and representation available on the many complex legal issues that arise in running a Maryland education institution. We are certain that we can meet the College's diverse and many legal needs in a thorough, prompt, and ethical manner.

If you agree to the terms set forth in this letter, please indicate your acceptance by sending us an executed copy or other writing to that effect. Should you, the Trustees, or President Cheek have any questions in this regard, please feel free to contact me to discuss this matter further.

Very truly yours,

*Edmund J. O'Meally*

Edmund J. O'Meally

Agreed to this \_\_ day of May, 2024:

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Carolyn Kimberlin, Chair

cc: Dr. Annesa Cheek, President



**To:** Dr. Annesa Payne Cheek, President  
Frederick Community College Board of Trustees

**From:** Dr. Barbara Larson, Interim VP for Finance and Administration

**Date:** June 4, 2024

**Subject: Action Item**  
Fiscal Year (FY) 2025 Operating Budget, Capital Budget, and  
Salary/Wage Scales

## **OVERVIEW**

The Fiscal Year (FY) 2025 proposed operating budget is \$74,857,603, an increase of \$8,071,448, or 12.1% over the FY 2024 adopted budget. However, it should be noted that the total budget includes \$2,442,000 proposed from strategic reserves. Were budgeted reserves not included, the year-over-year budgeted increase is 8.4%.

Since the Board of Trustees first approved the proposed operating budget for submission to the County in February, College administration has worked to incorporate new information as a changing landscape has affected both projected revenues and expenses.

Also included is the Frederick County approved Capital budget and Facilities Renewal Grant funding from the State of Maryland that in total equals \$3,167,875 for FY 2025. Both the County and State appropriations to fund capital needs in FY 2025 were reduced from anticipated or requested levels.

## **ANALYSIS**

### **I. REVENUES:**

The budget includes total revenue of \$74,857,603 from all sources including the following:

#### **Tuition and Fees - \$20,095,188**

In February 2024, the Board of Trustees approved a modest, 2% increase in tuition rates. All student per-credit fees remain flat for FY 2025. In addition, the College has experienced double-digit enrollment growth in the current academic year, and projected tuition and fee revenue reflects these enrollment trends. Proposed tuition revenue reflects the rate increase, as well as enrollment growth.

**State Funding – \$23,794,631 (includes retirement contribution)**

If Maryland community colleges were fully funded per the Cade formula, they are to receive 29 cents for every \$1 allocated to state universities. However, due to State budget concerns, the Governor first proposed reducing the allocation to community colleges from 29% to 26.5% of state university funding for FY 2025. Through the legislative process, the final allocation to community colleges for FY 2025 is 27.2%. FCC benefitted from strong enrollment growth and was one of only several Maryland community colleges to receive an increase for FY 2025. State formula aid to FCC is proposed at \$20,743,431, an 11.8% increase over FY 2024.

State retirement benefits are received in-kind from the state and are based on enrollment in the retirement plan. The in-kind benefits are estimated to increase by 3.4% for total funding of \$3,051,200.

**County Funding - \$25,755,452 (Cash) and \$558,374 (In-Kind)**

The College's request to Frederick County was \$26,455,452 (cash appropriation request), a \$2,200,000 increase over the current fiscal year. The County Executive's budget proposed a \$1,500,000 increase, a reduction of \$700,000 from the College's request. The Frederick County Council approved the budget in May, with the \$1,500,000 increase in funding, a 6.2% increase over FY 2024 to FCC. In addition, the county contribution for the services of the Interagency Internal Audit Authority (IIAA) and appraisals increased \$77,981, or 16.2%.

**Other Income - \$2,211,958**

Other Income for FY 2025 is proposed at \$2,211,958, a decrease of \$1,569,635, or a 41.5% decrease. This is because in prior years, the College used an allocation from prior year fund balances to balance the operating budget. To establish a balanced budget for FY 2025 and beyond, FCC administration is proposing a budget that does not rely on a general allocation from prior year fund balance.

Growth in some categories of other revenue include interest income, proposed at \$650,000, and a substantial increase in contracted revenue, at \$1,151,958. This is primarily contracted revenue from the Mid-Atlantic Center for Emergency Management & Public Safety (MACEM&PS).

**Use of Strategic Reserves - \$2,442,000**

As part of the budget process, College administration identified one-time funding initiatives described below. Though not an operating revenue source, the use of strategic reserves is identified within budgeted revenues.

**II. EXPENSES:**

Total operating expenses are projected to increase \$5,629,448 over the current year adopted budget. This represents an 8.4% increase. As has been the case historically, the largest portion of the budget is devoted to personnel costs; the salaries, wages and fringe benefit costs to pay College employees.

**Compensation and Benefits - \$57,870,979**

Total compensation is anticipated to increase by \$3,347,465. Compensation budgets include an anticipated cost of living adjustment (COLA) of 3% for most employee classifications. Full-time faculty salaries will be determined following the conclusion of negotiations and a final collective bargaining agreement.

As compensation budgets increase, payroll tax budgets such as FICA also increase. In addition, the College is facing significant increases in health care costs. In February, the College's proposed budget assumed a 10% increase in health care costs. Actual rate increases for health insurance premiums came in much higher. The College will budget an additional \$677,691, nearly a 15% increase, for health care costs in FY 2025 compared to FY 2024.

Total fringe benefit costs are anticipated to increase by \$1,349,162 in FY 2025, an 11.6% increase.

**Non-Compensation - \$14,544,624**

The non-compensation budget is comprised of various accounts that represent supplies and materials used throughout the College to deliver and support instruction, contracted services, software licenses, attendance at professional development conferences, utilities, equipment, etc. The total non-compensation budget is up 6.9%. Increases are the result of enrollment increases, increased on-campus activities following the pandemic, and inflationary pressures.

A best practice for public institutions is to budget a contingency for unplanned expenditures or to provide a buffer for unanticipated revenue declines. One percent (1%) of total operating budget is a common threshold. Given increasing financial uncertainty, the FY 2025 contingency is budgeted at \$869,668, or 1.2% of projected operating revenues.

**Use of Strategic Reserves - \$2,442,000**

As part of budget development, and per Executive Limitation Policy, EL-4, Financial Activities and Conditions, several one-time projects were identified which are appropriate for funding from strategic reserves. These projects are:

Category	Purpose	Amount
Student Success and Completion	Investments to enhance the student experience, success and completion. Funds are recommended to support the College's participation in Achieving the Dream	\$130,000
Unplanned Capital Repair and Replacement	Covers critical system or component failures that occur and are not covered by other funding sources, particularly in light of reduced State and County funding.	\$1,500,000
Technology Projects	Provides for technology upgrades or system replacements not covered by other funding sources. For FY 2025, several system enhancements as well as telework support are to be funded.	\$453,000
Strategic Planning & Future-Proofing	Future-oriented investment to strengthen the College's value, relevance, responsiveness, and adaptability to emergency trends. For FY 2025, this fund will address costs associated with Middle States reaccreditation as well as funding a position to support innovation and future planning.	\$359,000
	Total	\$2,442,000

**III. CAPITAL BUDGET:**

Historically, the College's funding for capital projects (major renovations as well as new building projects) has been funded through requests made to the State of Maryland and Frederick County.

For FY 2025, the College requested Systemics funding (funding for renovations and deferred maintenance projects) from the County for projects totaling \$4,130,000. The County's approved budget for FCC Systemics for FY 2025 is \$2,380,000. In addition, the County provides annual capital funding to support classroom technology and other technology upgrades. For FY 2025, approved amounts in these two categories are \$250,000 and \$300,000, the same level as approved for FY 2024.

Also included in the FY 2025 Capital Budget is a Facilities Renewal Grant from the state totaling \$237,875. This is a reduction from the anticipated Facilities Renewal grant amount of \$500,000.

	<u>Total</u>	<u>County</u>	<u>State</u>
Facilities Renewal Grant	\$ 237,875	N/A	\$ 237,875
Classroom Technology Upgrades	\$ 250,000	\$ 250,000	\$ 0
Technology Upgrades	\$ 300,000	\$ 300,000	\$ 0
FCC Systemics	\$ 2,380,000	\$ 2,380,000	\$ 0

**Total    \$ 3,167,875    \$ 2,930,000    \$ 237,875**

**RECOMMENDATION**

Recommend approval of the FY 2025 Operating budget of \$74,857,603, capital budget of \$3,167,875, and salary/wage scales.

**ATTACHMENTS**

FY 2025 Operating Budget, Capital Budget Detail for FY 2025, FY 2025 Pay Scales



**FREDERICK COMMUNITY COLLEGE**  
**FISCAL YEAR (FY) 2025 PROPOSED OPERATING BUDGET**  
**Projection of Revenues**

	FY20	FY21	FY22	FY23	FY24	FY25	FY 25 to FY 24 (budget to budget)	Percent Change
	Actual	Actual	Actuals	Actuals	Budget	Budget		
<b>TUITION/FEES</b>								
Summer	1,167,897	1,256,232	1,153,059	1,520,080	1,562,462	1,868,251	305,789	19.6%
Fall	6,227,842	6,072,090	5,642,843	5,931,704	5,630,573	6,732,530	1,101,957	19.6%
Spring	5,832,579	5,169,855	5,122,225	5,770,320	5,440,129	6,504,814	1,064,685	19.6%
<b>TOTAL CREDIT TUITION</b>	<b>13,228,318</b>	<b>12,498,177</b>	<b>11,918,127</b>	<b>13,222,104</b>	<b>12,633,164</b>	<b>15,105,595</b>	<b>2,472,431</b>	<b>19.6%</b>
Consolidated Service Fee	2,495,503	2,252,438	2,167,346	2,311,126	2,363,400	2,825,940	462,540	19.6%
Student Activity Fee	293,048	253,747	238,736	257,931	202,404	242,016	39,612	19.6%
Instr. Material Fee	-	-	-	52	-	-	-	-
Course/Program Fees	59,222	65,964	72,133	96,252	-	107,995	107,995	-
Testing Fees	39,206	17,462	15,667	22,739	63,630	25,513	(38,117)	-59.9%
<b>TOTAL CREDIT FEES</b>	<b>2,886,979</b>	<b>2,589,611</b>	<b>2,493,882</b>	<b>2,688,100</b>	<b>2,629,434</b>	<b>3,201,464</b>	<b>572,030</b>	<b>21.8%</b>
<b>TOTAL CREDIT TUITION/FEES</b>	<b>16,115,297</b>	<b>15,087,788</b>	<b>14,412,009</b>	<b>15,910,204</b>	<b>15,262,598</b>	<b>18,307,059</b>	<b>3,044,461</b>	<b>19.9%</b>
<b>CEWD TUITION/FEES</b>	<b>1,311,829</b>	<b>1,042,327</b>	<b>1,440,489</b>	<b>1,623,211</b>	<b>1,506,291</b>	<b>1,788,129</b>	<b>281,838</b>	<b>18.7%</b>
<b>TOTAL TUITION/FEES</b>	<b>17,427,126</b>	<b>16,130,115</b>	<b>15,852,498</b>	<b>17,533,415</b>	<b>16,768,889</b>	<b>20,095,188</b>	<b>3,326,299</b>	<b>19.8%</b>
<b>STATE REVENUE</b>								
State Formula Aid	11,154,005	11,154,005	13,283,580	16,429,152	18,548,628	20,743,431	2,194,803	11.8%
State Benefits	2,716,763	2,755,714	2,724,048	2,822,038	2,951,200	3,051,200	100,000	3.4%
<b>TOTAL STATE</b>	<b>13,870,768</b>	<b>13,909,719</b>	<b>16,007,628</b>	<b>19,251,190</b>	<b>21,499,828</b>	<b>23,794,631</b>	<b>2,294,803</b>	<b>10.7%</b>
<b>COUNTY REVENUE</b>								
Cash	18,441,502	19,841,502	21,341,502	22,376,502	24,255,452	25,755,452	1,500,000	6.2%
In-Kind	416,477	411,182	457,059	241,801	480,393	558,374	77,981	16.2%
<b>TOTAL COUNTY</b>	<b>18,857,979</b>	<b>20,252,684</b>	<b>21,798,561</b>	<b>22,618,303</b>	<b>24,735,845</b>	<b>26,313,826</b>	<b>1,577,981</b>	<b>6.4%</b>
<b>OTHER INCOME</b>								
Allocated prior year fund balance	-	-	-	-	2,905,955	-	(2,905,955)	-100.0%
Interest Income	199,469	25,404	54,847	854,706	50,000	650,000	600,000	1200.0%
Contracts	632,557	437,781	800,098	1,129,371	500,000	1,151,958	651,958	130.4%
Indirect Cost Reimbursement	414,301	271,040	330,527	197,003	150,527	210,000	59,473	39.5%
Other	239,132	1,603,902	2,510,118	1,268,720	175,111	200,000	24,889	14.2%
<b>TOTAL OTHER</b>	<b>1,485,459</b>	<b>2,338,127</b>	<b>3,695,590</b>	<b>3,449,800</b>	<b>3,781,593</b>	<b>2,211,958</b>	<b>(1,569,635)</b>	<b>-41.5%</b>
<b>TOTAL REVENUE</b>	<b>51,641,332</b>	<b>52,630,645</b>	<b>57,354,277</b>	<b>62,852,708</b>	<b>66,786,155</b>	<b>72,415,603</b>	<b>5,629,448</b>	<b>8.4%</b>
<b>USE OF STRATEGIC RESERVES</b>						<b>2,442,000</b>	<b>2,442,000</b>	<b>-</b>
<b>TOTAL REVENUES + STRATEGIC RESERVES</b>	<b>51,641,332</b>	<b>52,630,645</b>	<b>57,354,277</b>	<b>62,852,708</b>	<b>66,786,155</b>	<b>74,857,603</b>	<b>8,071,448</b>	<b>12.1%</b>

**FREDERICK COMMUNITY COLLEGE  
FISCAL YEAR (FY) 2025 PROPOSED OPERATING BUDGET  
Projection of Expenses**

	FY20	FY21	FY22	FY23	FY24	FY25	FY 25 to FY 24 (budget to budget)	Percent Change
	Actual	Actual	Actuals	Actuals	Budget	Budget		
<b>COMPENSATION</b>								
Full-Time Faculty, Administrators, Support Staff, CEWD Instructional Specialist	26,591,807	26,281,252	26,075,027	28,914,410	34,274,731	36,101,267	1,826,536	5.3%
Clinical/Field Experience Staff	480,217	738,517	683,641	825,290	735,000	1,125,790	390,790	53.2%
Fee-Based Employees	14,675	12,052	4,221	15,386	17,770	16,480	(1,290)	-7.3%
Credit Adjunct Faculty	3,802,024	3,338,498	3,376,779	4,014,878	4,095,000	4,708,600	613,600	15.0%
CEWD Adjunct Faculty	459,615	372,143	479,982	638,804	598,500	733,360	134,860	22.5%
Coaches	58,513	62,400	72,008	139,202	94,500	124,630	30,130	31.9%
Student Employment	64,362	80	1,248	13,813	162,725	90,000	(72,725)	-44.7%
Part-Time Variable Schedule (PTVS), LTE and Stipends	671,834	373,677	687,257	783,366	1,081,686	1,423,460	341,774	31.6%
Extra and Overtime Hours	245,477	75,143	95,539	345,489	89,250	173,040	83,790	93.9%
Opt-Out Health Insurance	424,659	389,615	366,976	378,406	390,000	390,000	-	0.0%
<b>TOTAL COMPENSATION</b>	<b>32,813,183</b>	<b>31,643,377</b>	<b>31,842,678</b>	<b>36,069,043</b>	<b>41,539,162</b>	<b>44,886,627</b>	<b>3,347,465</b>	<b>8.1%</b>
<b>FRINGE BENEFITS</b>								
FICA	2,446,294	2,358,091	2,381,419	2,710,836	3,177,746	3,423,827	246,081	7.7%
FCC Tuition waivers for employees	115,355	94,537	89,403	97,024	125,000	125,000	-	0.0%
Retirement	2,951,236	2,950,368	2,877,893	2,993,503	3,045,000	3,417,922	372,922	12.2%
Life Insurance/ADD	116,434	114,244	115,350	124,144	126,000	161,541	35,541	28.2%
Health Insurance	3,361,742	4,187,516	3,378,083	3,878,845	4,547,870	5,225,561	677,691	14.9%
Dental/Vision Insurance	120,728	119,170	101,703	107,728	108,120	119,900	11,780	10.9%
Long-Term Disability Insurance	88,614	78,815	78,388	84,381	83,740	95,000	11,260	13.4%
Tuition Reimbursement	81,065	77,371	63,177	62,161	75,316	100,000	24,684	32.8%
Workers Comp Insurance	111,171	102,193	97,388	84,961	179,140	110,001	(69,139)	-38.6%
Unemployment	35,594	88,691	1,635	9,825	6,000	12,000	6,000	100.0%
Leave Expense	187,447	147,478	(105,725)	153,582	142,758	175,100	32,342	22.7%
Rewards and Recognition	6,000	6,000	156,418	6,000	18,500	18,500	-	0.0%
<b>TOTAL FRINGE BENEFITS</b>	<b>9,621,680</b>	<b>10,324,474</b>	<b>9,235,132</b>	<b>10,312,991</b>	<b>11,635,190</b>	<b>12,984,352</b>	<b>1,349,162</b>	<b>11.6%</b>
FRINGE PERCENTAGE (FRINGE/COMP)	29%	33%	29%	29%	28%	29%		
<b>TOTAL COMPENSATION + FRINGE BENEFITS</b>	<b>42,434,863</b>	<b>41,967,851</b>	<b>41,077,810</b>	<b>46,382,034</b>	<b>53,174,352</b>	<b>57,870,979</b>	<b>4,696,627</b>	<b>8.8%</b>
<b>NON-COMPENSATION COSTS</b>								
Contracted Services	1,593,085	1,382,565	1,823,952	2,358,751	3,381,373	3,200,783	(180,590)	-5.3%
Honorariums	18,801	18,491	41,102	37,788	79,375	78,975	(400)	-0.5%
In-Kind County Services (Audit/IT/Appraisal)	416,477	411,182	457,059	241,801	480,393	558,374	77,981	16.2%
<b>TOTAL CONTRACTED SERVICES</b>	<b>2,028,363</b>	<b>1,812,238</b>	<b>2,322,113</b>	<b>2,638,340</b>	<b>3,941,141</b>	<b>3,838,132</b>	<b>(103,009)</b>	<b>-2.6%</b>
Supplies and Materials	445,139	272,916	517,181	564,185	716,249	704,684	(11,565)	-1.6%
Course Costs and Program Fees	255,695	229,451	335,413	450,672	406,467	491,177	84,710	20.8%
Vehicle Fuel	9,778	9,401	12,934	18,617	18,000	33,200	15,200	84.4%
Shipping and Postage	63,022	48,107	52,425	42,342	81,500	83,189	1,689	2.1%
Telecommunications	105,695	122,954	75,018	64,630	97,452	101,312	3,860	4.0%
Professional Conference Fees & Meetings Travel	73,135	21,269	70,692	291,492	308,182	422,089	113,907	37.0%
Professional Licenses, Dues, and Fees	176,150	177,847	242,311	309,439	401,393	431,790	30,398	7.6%
Internal Meetings with Meals	51,943	3,750	58,743	112,412	145,183	-	(145,183)	-100.0%
Food for Student Events	-	-	-	-	-	85,600	85,600	-
Food for Business Purposes	-	-	-	-	-	114,503	114,503	-
Travel - Local and Non-local without Accommodations	95,708	222	5,862	9,267	91,920	77,845	(14,075)	-15.3%
Software and Software Licenses	796,961	725,469	578,820	1,172,890	961,099	864,906	(96,193)	-10.0%
Transfers	1,993,192	2,002,184	2,284,666	2,196,969	2,213,206	3,217,360	1,004,154	45.4%
Utilities	731,109	598,644	713,621	823,042	1,140,000	1,100,000	(40,000)	-3.5%
Fixed Charges/Insurance	238,307	263,012	232,538	261,241	404,500	397,750	(6,750)	-1.7%
Furniture/Equipment	145,758	157,619	608,166	732,135	539,155	553,866	14,711	2.7%
Computer/IT Equipment	92,300	116,516	207,587	460,545	326,170	319,025	(7,145)	-2.2%
Library Collection	19,645	14,959	35,654	116,561	121,000	126,000	5,000	4.1%
Tuition Waivers/ Student Aid Expenditures	232,340	167,188	169,862	197,454	230,000	230,000	-	0.0%
Other	97,022	132,321	260,430	(51,413)	83,075	122,528	39,453	47.5%
Other Contingency Expense	-	-	-	-	667,862	869,668	201,806	30.2%
New-Strategic Initiatives	-	-	-	-	718,250	360,000	(358,250)	-49.9%
<b>SUBTOTAL NON-COMPENSATION</b>	<b>7,651,262</b>	<b>6,876,067</b>	<b>8,784,036</b>	<b>10,410,818</b>	<b>13,611,803</b>	<b>14,544,624</b>	<b>932,821</b>	<b>6.9%</b>
Percentage of Revenue (Non-Compensation/Revenue)	14.82%	13.06%	15.32%	16.56%	20.38%	20.08%		
<b>TOTAL EXPENSES LESS STRATEGIC RESERVES</b>	<b>50,086,125</b>	<b>48,843,918</b>	<b>49,861,846</b>	<b>56,792,852</b>	<b>66,786,155</b>	<b>72,415,603</b>	<b>5,629,448</b>	<b>8.4%</b>
STRATEGIC RESERVES' ALLOCATION	-	-	-	-	-	2,442,000	2,442,000	-
<b>TOTAL EXPENSES</b>	<b>50,086,125</b>	<b>48,843,918</b>	<b>49,861,846</b>	<b>56,792,852</b>	<b>66,786,155</b>	<b>74,857,603</b>	<b>8,071,448</b>	<b>12.1%</b>
<b>Net Income</b>	<b>1,555,207</b>	<b>3,786,727</b>	<b>7,492,431</b>	<b>6,059,856</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## FY 2025 Approved Capital Budget, Detail

Funding Source	Project	Amount
County	ADA Accessibility repairs /upgrades	\$130,000
	Site Improvements (walkways, roadways, parking)	\$180,000
	Other deferred maintenance / backlog	\$500,000
	Athletic Fields	\$500,000
	Annapolis Hall Improvements (Student Affairs)	\$100,000
	JBK Theatre Renovation	\$250,000
	Miscellaneous Renovations	\$720,000
	TECHNOLOGY	
	Classroom Technology Upgrades	\$250,000
	Technology Upgrades, PeopleSoft	\$300,000
	County Funding, FY 2025 Subtotal	\$2,930,000
State Funding	Facilities Renewal Grant	\$237,875
	<b>Total FY 2025 Capital Budget</b>	<b>\$3,167,875</b>

**Frederick Community College**  
**FY 2025 Salary Ranges**  
**Administrator**  
**Effective July 1, 2024 - June 30, 2025**

Grade	FY25 Step (3.5% of Midpoint)	Minimum	Midpoint	Maximum
B01	\$1,396.00	\$ 29,998.48	\$ 39,897.00	\$ 49,796.10
B02	\$1,501.00	\$ 32,248.06	\$ 42,890.00	\$ 53,532.14
B03	\$1,614.00	\$ 34,586.21	\$ 46,117.00	\$ 57,647.46
B04	\$1,735.00	\$ 37,181.00	\$ 49,576.00	\$ 61,970.60
B05	\$1,865.00	\$ 39,972.24	\$ 53,295.00	\$ 66,618.51
B06	\$2,005.00	\$ 42,967.89	\$ 57,291.00	\$ 71,615.04
B07	\$2,156.00	\$ 46,191.78	\$ 61,589.00	\$ 76,986.31
B08	\$2,317.00	\$ 49,656.42	\$ 66,208.00	\$ 82,759.57
B09	\$2,491.00	\$ 53,381.11	\$ 71,175.00	\$ 88,968.89
B10	\$2,678.00	\$ 57,382.88	\$ 76,511.00	\$ 95,639.26
B11	\$2,879.00	\$ 61,685.57	\$ 82,250.00	\$ 102,813.82
B12	\$3,095.00	\$ 66,313.04	\$ 88,418.00	\$ 110,523.24
B13	\$3,327.00	\$ 71,285.72	\$ 95,050.00	\$ 118,814.08
B14	\$3,576.00	\$ 76,633.14	\$ 102,178.00	\$ 127,723.80
B15	\$3,845.00	\$ 82,381.42	\$ 109,843.00	\$ 137,304.64
B16	\$4,133.00	\$ 88,557.82	\$ 118,080.00	\$ 147,602.04
B17	\$4,443.00	\$ 95,200.93	\$ 126,936.00	\$ 158,671.62
B18	\$4,776.00	\$ 102,341.43	\$ 136,456.00	\$ 170,571.31
B19	\$5,134.00	\$ 110,017.91	\$ 146,692.00	\$ 183,365.84
B20	\$5,581.00	\$ 118,267.87	\$ 159,457.00	\$ 200,647.02
B21	\$5,933.00	\$ 127,137.84	\$ 169,520.00	\$ 211,902.84

**Frederick Community College**  
**FY 2025 Hourly Rate Ranges**  
**Support Staff**  
**Effective July 1, 2024 - June 30, 2025**

Grade	FY25 Step (3.5% of Midpoint)	Minimum	Midpoint	Maximum
S01	\$0.77	\$ 16.49	\$ 22.00	\$ 27.37
S02	\$0.84	\$ 17.71	\$ 24.00	\$ 29.41
S03	\$0.88	\$ 19.00	\$ 25.00	\$ 31.67
S04	\$0.95	\$ 20.44	\$ 27.00	\$ 34.04
S05	\$1.02	\$ 21.95	\$ 29.00	\$ 36.60
S06	\$1.09	\$ 23.61	\$ 31.00	\$ 39.35
S07	\$1.19	\$ 25.39	\$ 34.00	\$ 42.30
S08	\$1.26	\$ 27.29	\$ 36.00	\$ 45.48
S09	\$1.37	\$ 29.33	\$ 39.00	\$ 48.89
S10	\$1.47	\$ 31.52	\$ 42.00	\$ 52.55
S11	\$1.58	\$ 33.90	\$ 45.00	\$ 56.49
S12	\$1.72	\$ 36.44	\$ 49.00	\$ 60.73
S13	\$1.82	\$ 39.17	\$ 52.00	\$ 65.28
S14	\$1.96	\$ 42.11	\$ 56.00	\$ 70.18
S15	\$2.10	\$ 45.26	\$ 60.00	\$ 75.45
S16	\$2.28	\$ 48.65	\$ 65.00	\$ 81.10
S17	\$2.45	\$ 52.30	\$ 70.00	\$ 87.19
S18	\$2.63	\$ 56.23	\$ 75.00	\$ 93.72
S19	\$2.84	\$ 60.46	\$ 81.00	\$ 100.75
S20	\$3.05	\$ 64.99	\$ 87.00	\$ 108.31
S21	\$3.26	\$ 69.85	\$ 93.00	\$ 116.43

**Frederick Community College**  
**FY 2025 Hourly Rate Ranges**  
**Support Staff - Third Shift Night Differential**  
**Effective July 1, 2024 - June 30, 2025**

Grade	FY25 Step (3.5% of Midpoint)	Minimum	Midpoint	Maximum
N01	\$0.81	\$ 17.25	\$ 23.00	\$ 28.13
N02	\$0.84	\$ 18.54	\$ 24.00	\$ 30.24
N03	\$0.91	\$ 19.88	\$ 26.00	\$ 32.56
N04	\$0.98	\$ 21.38	\$ 28.00	\$ 35.01
N05	\$1.05	\$ 23.00	\$ 30.00	\$ 37.62
N06	\$1.16	\$ 24.72	\$ 33.00	\$ 40.45
N07	\$1.23	\$ 26.57	\$ 35.00	\$ 43.49
N08	\$1.33	\$ 28.55	\$ 38.00	\$ 46.75
N09	\$1.40	\$ 30.69	\$ 40.00	\$ 50.26
N10	\$1.54	\$ 32.99	\$ 44.00	\$ 54.02
N11	\$1.65	\$ 35.48	\$ 47.00	\$ 58.07
N12	\$1.75	\$ 38.13	\$ 50.00	\$ 62.43
N13	\$1.89	\$ 40.99	\$ 54.00	\$ 67.11
N14	\$2.03	\$ 44.07	\$ 58.00	\$ 72.15
N15	\$2.17	\$ 47.38	\$ 62.00	\$ 77.55
N16	\$2.35	\$ 50.92	\$ 67.00	\$ 83.36
N17	\$2.52	\$ 54.75	\$ 72.00	\$ 89.62
N18	\$2.73	\$ 58.85	\$ 78.00	\$ 96.35
N19	\$2.91	\$ 63.27	\$ 83.00	\$ 103.58
N20	\$3.15	\$ 68.01	\$ 90.00	\$ 111.34

**Frederick Community College**  
**FY 2025 Hourly Rate Ranges**  
**Part-time Variable Schedule (PTVS) and Auxiliary Employees**  
**Effective July 1, 2024 - June 30, 2025**

Grade	Plan Type	Minimum	Midpoint	Maximum
A1	Auxiliary part-time	\$ 15.45	\$ 19.00	\$ 22.68
A2	Auxiliary full-time	\$ 15.90	\$ 20.00	\$ 24.55
A3	Auxiliary full-time	\$ 23.98	\$ 36.00	\$ 48.43
P1	Box Office Attendant, Art Studio Model, Art Gallery Assistant, Learning Assistant I & II, Game Room Attendants, Learning Support Assistant I, Restaurant Support I, Assistant Youth Programs, Student Assistants, Student Workers	\$ 15.45	\$ 18.00	\$ 19.66
P2	Art Studio Assistant, Theater Technician, Dual Enrollment Proctors, Learning Assistant III, Assistant Student Accounts Associates, Music Lab Assistant, HCTI Lab Assistant, Learning Support Assistant II, EM Administrative Associate II, Medical Lab Assistant, Monroe Center Instructional Assistant, Office Assistants	\$ 17.08	\$ 20.00	\$ 23.00
P3	Learning Assistant IV & V, Security Officer (on-call) Bus Drivers, Kids on Campus Youth Program Coordinators, Supplemental Academic Advisors, Part-time Athletic Trainer, Learning Support Assistant III	\$ 23.01	\$ 33.00	\$ 43.15
P4	Sign Language Interpreter, Music Program Staff, Accompanist	\$ 42.74	\$ 52.00	\$ 61.03

**Frederick Community College  
FY 2025 Hourly Rates  
Clinical/Field Experience Staff  
Effective July 1, 2024 – June 30, 2025**

<b>Level 1*</b> Professional Development Begins	<b>Level II</b> 45 to 89 Credits/Hrs* and Demonstrated Professional Growth** And Demonstrated Positive Teaching Experiences***	<b>Level III</b> 90 Credit/Hrs* and Demonstrated Professional Growth** And Demonstrated Positive Teaching Experience at FCC***
<b>\$61.46</b>	<b>\$64.61</b>	<b>\$69.20</b>

**LEVEL I:**

Clinical Instructors are hired based on discipline required educational credentials. Entry level clinical instructors have less than 45 credits of teaching experience and/or are lacking documentation of professional development and/or positive teaching experience.

**LEVEL II:**

Document 45 to 89 credits of teaching experience (1,801-3,560 clinical instruction hours).  
Document professional growth in teaching.  
Document positive teaching experience.

**LEVEL III:**

Document 90 and above credits of teaching experience (3,561+ clinical instruction hours).  
Document professional growth in teaching.  
Document positive teaching experience.

**Initial Placement:**

Clinical Instructors are hired to teach courses based on discipline required educational credentials.

**Previous experience and professional development (degrees, certifications, etc.) determines where initial placement occurs.**

**\*\*Professional Growth:**

Clinical Instructors must demonstrate professional growth to advance to the next level.

**Clinical Instructors must contact the appropriate department chair, program manager, or coordinator and provide evidence of professional growth that is consistent with the College's definition of professional and organizational development and other appropriate educational experiences (certificates, degrees, etc.) Professional development includes but is not limited to participation in departmental and Center for Teaching and Learning events.**



**\*\*\*Positive Teaching Experience:**

Teaching experience is calculated using hours taught at the college level. \*30 hours/credit at the college level equals a year. Each full year of secondary/elementary or other non-college level teaching is credited with one- half of a year. \*

**Demonstrated successful teaching experience must be documented (letters of recommendation, observation feedback, student evaluations, etc.)**

**SCALE MOVEMENT PROCEDURES**

In consultation with department chairs/program manager or coordinator, all Clinical Instructors document requirements to move up scale. Documentation is kept by the department chair and subject to approval by the Associate Vice President and/or the Provost/Vice President for Teaching, Learning and Student Success.

**Change in the clinical instructor pay rate is determined by the department chair/program manager/coordinator.**

**It is the responsibility of the clinical instructor to present documentation of amount of positive teaching experience and professional development at FCC and other colleges to the department chair/program manager for the purpose of increasing payment on the scale. It is the responsibility of the department chair/program manager to keep a record of the rationale and decision to increase pay for each adjunct faculty.**

**Frederick Community College**  
**FY 2025 Salary Ranges**  
**Full-time Faculty**  
**Effective July 1, 2024 - June 30, 2025**

	Grade	FY25 Step (3.5% of Midpoint)	Minimum	Midpoint	Maximum
Assistant Instructor	F01	\$ 2,084.00	\$ 50,880.38	\$ 59,529.00	\$ 68,177.50
Instructor	F02	\$ 2,415.00	\$ 59,048.80	\$ 69,004.00	\$ 78,959.95
Assistant Professor	F03	\$ 2,711.00	\$ 63,470.93	\$ 77,460.00	\$ 91,449.07
Associate Professor	F04	\$ 3,042.00	\$ 67,891.95	\$ 86,902.00	\$ 105,911.66
Full Professor	F05	\$ 3,523.00	\$ 78,629.20	\$ 100,645.00	\$ 122,660.84

**Frederick Community College**  
**FY 2025 Rates**  
**Adjunct Pay Scale and Procedures**  
**Effective July 1, 2024 - June 30, 2025**

<b>Entry Level*</b>	<b>Intermediate Level</b>	<b>Master Level</b>
<b>Professional Development Begins</b>	<b>45 to 89 Credits/Hrs* AND Demonstrated Professional Growth ** AND Demonstrated Positive Teaching Experiences ***</b>	<b>90 Credits/Hrs* AND Demonstrated Professional Growth ** AND Demonstrated Positive Teaching Experience at FCC***</b>
<b>\$922</b>	<b>\$970</b>	<b>\$1,037</b>

*Posted rates are per credit*

**ENTRY LEVEL:**

Faculty are hired based on discipline required educational credentials. Entry level faculty have less than 45 credits of teaching experience and/or are lacking documentation of professional development and/or positive teaching experience.

**INTERMEDIATE LEVEL:**

Faculty document 45 to 89 credits of teaching experience.  
Faculty document professional growth in teaching.  
Faculty document positive teaching experience.

**MASTER LEVEL:**

Faculty document 90 and above credits of teaching experience.  
Faculty document professional growth in teaching.  
Faculty document positive teaching experience.

**Initial Placement:**

Adjunct Faculty are hired to teach courses based on discipline required educational credentials.

*\*30 hours/credits at the college level equals a year. Each full year of secondary/elementary or other non-college-level teaching is credited with one-half of a year. \**

Previous experience and professional development (degrees, certifications, etc.) determines where initial placement occurs.

**\*\*Professional Growth:**

Adjunct Faculty must demonstrate professional growth to advance to the next level.

Adjunct faculty must contact the appropriate department chair, program manager, or coordinator and provide evidence of professional growth that is consistent with the College's definition of professional and organizational development and other appropriate educational experiences (certificates, degrees, etc.) Professional development includes, but is not limited to, participation in departmental and Center for Teaching and Learning events.

**\*\*\*Positive Teaching Experience:**

Teaching experience is calculated using hours taught at the college level. \*30 hours/credits at the college level equals one year. *Each full year of secondary/elementary or other non-college- level teaching is credited with one-half of a year. \**

Demonstrated successful teaching experience must be documented (letters of recommendation, observation feedback, student evaluations, etc.)

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Administrators who teach a class as a part of their job description during their scheduled work hours will not receive additional compensation for the teaching assignment.

Administrators who teach a class outside of their scheduled work hours/job description will be compensated according to the criteria of the FCC adjunct salary scale.

Retired full-time faculty are paid at the level they were paid for overload before retiring.

**Frederick Community College**  
**FY 2025 Rates**  
**CEWD and MACEM&PS Part-Time Faculty Pay Scale**  
**Effective July 1, 2024 - June 30, 2025**

**Instructional Rates**

<b>Program/Area</b>	<b>Base rate per contact hour</b>	<b>Maximum rate per contact hour</b>
Community Education	\$28.41	\$58.97
Workforce Development	\$39.77	\$56.48
Adult Education & ESOL	\$39.80	\$40.90
MACEM&PS	\$50.28	\$75.10

- Course outline or syllabus and lesson plan preparation (including Blackboard, if applicable) are included in the instructor pay.
  
- A “per- head” compensation rate or a contract training rate outside of this scale may be requested with written justification to the AVP.
  
- The base rate per contact hour may be incrementally increased to the maximum in circumstances such as: Advanced Degree related to area taught; Years of teaching experience; Specialized Training or certification in area taught; Industry experience performing work in the area taught.

*NOTE: These rates may not be applicable to grant funded positions.*