

**BOARD OF TRUSTEES
FREDERICK COMMUNITY COLLEGE**

**February 10, 2021
Regular Meeting**

The Board of Trustees of Frederick Community College met in regular session on Wednesday, February 10, 2021 virtually due to the COVID-19 public health emergency. Participating were: Trustees Dr. John Molesworth, Chair; Tom Lynch, Vice Chair; Ellis Barber; Nick Diaz; Gary Fearnow; Carolyn Kimberlin; and Dr. April Miller. Also participating were President Elizabeth Burmaster, Secretary/Treasurer of the Board; Janice Spiegel, Director of Education and Special Initiatives; Kari Melvin, Recording Secretary; Melissa Bard, Vice President (VP) for Human Resources; Jerry Boyd, Special Assistant (SA) to the President for Institutional Effectiveness; Dr. Nora Clark, VP for Learning Support; Lewis Godwin, Chief of Operations (COO); Dr. Tony Hawkins, Provost/Executive Vice President (EVP) for Academic Affairs, Continuing Education, and Workforce Development (ACEWD); Dr. Cathy Jones, VP for Finance; Joseph McCormick, Chief Information Officer (CIO); Dr. Perry Wood, Chair, Faculty Association (FA); Mary Rolle, Chair, College Senate; Shelby Carmon, Brian Holt, and Lauren Dods, Support Staff Association (SSA) Executives; Karen Santelli, SSA Executive and College Senate Secretary; Traci Lowery and Kelly Stewart, Administrative Staff Association (ASA) Executives; Emma Wachter, President, Student Government Association (SGA); Dr. Aaron Clayton, Professor, English; Dr. Lisa Hawkins, Professor, Computing and Business Technology; Anne Hofmann, Associate Professor, English; Deborah Powell, Executive Director for the Office of Institutional Advancement and the FCC Foundation; and

Patricia Meyer, Associate Vice President for Continuing Education and Workforce Development.

CALL TO ORDER

The meeting was called to order by Board Chair Molesworth at 4:32 p.m.

APPROVAL OF MINUTES

The Chair called for approval of the minutes of the January 20, 2021 budget workshop and regular meeting of the board.

On a motion made by Vice Chair Lynch and seconded by Trustee Kimberlin, the Board unanimously approved the minutes, as presented.

PRESIDENT'S MONTHLY REPORT

Board members received the President's written report in their meeting packet. Also included in the President's written report was the CIP Construction Projects Update. President Burmaster highlighted that the gymnasium of the FCC Athletics Center is being used by the Frederick County Health Department as a COVID-19 vaccination site and she thanked COO Godwin and the Operations Team for coordinating this facility use. She also highlighted that scholarships are available to students in FCC short-term workforce training programs. Students enrolling in non-credit courses at FCC leading to employment, licensure, or job skill enhancement are eligible to receive financial assistance through the Workforce Development Sequence Scholarship from the State of Maryland. This scholarship is available to prospective students and those already registered in one of the specific course series for the spring semester. Course sequences approved for these scholarships include courses in automotive technology, child care, electrical, HVAC, welding, medical billing and coding, veterinary assistant, sterile processing, certified

nursing assistant, and the Microsoft Foundation series. The maximum amount for the scholarship is \$1,000. President Burmaster then noted that she, Vice Chair Lynch, and Trustee Kimberlin participated in the Maryland Association of Community Colleges Trustee Leadership Conference held via Zoom on January 25, 2021.

INFORMATION/DISCUSSION ITEMS

FY 2020 Sabbatical Reports – The Board received FY 2020 Sabbatical Reports from Professor Dr. Aaron Clayton, Professor Dr. Lisa Hawkins, and Associate Professor Anne Hofmann. Associate Professor Shemica Sheppard submitted a written report, but was unable to participate in the meeting this evening. The written reports are available from the President’s Office.

Professor Clayton, Professor Hawkins, and Associate Professor Hofmann thanked the Board of Trustees for the opportunity to take sabbaticals.

Trustee Kimberlin congratulated and thanked the sabbatical presenters for their fine work. She said that as she read the reports, it was evident how much their work will benefit students at FCC. Chair Molesworth echoed her comments on behalf of the entire Board.

Provost/EVP Hawkins thanked the Board for the opportunity to support our faculty during their sabbaticals. It is a wonderful opportunity that the Board affords. He also thanked the faculty who presented this evening and added that they provided examples of innovation, community engagement, and professional growth and development, which are all really wonderful uses of a sabbatical.

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

Substantial Modification to the Medical Assistant Certificate – Provost/EVP

Hawkins presented this item. The Curriculum Committee has approved a substantial modification to the Medical Assistant Certificate.

The proposed updated Medical Assistant Certificate program is designed to prepare students for an entry level career in Medical Assisting. Today, Medical Assistants are in high demand locally, statewide, and nationally. The certificate curriculum is being redesigned to meet the growing demands in the field, and is being updated to ensure alignment with current workforce trends.

The College Medical Assistant Certificate program is aligned with healthcare standards. However, there is renewed focus on course offering evaluations to ensure we are up-to-date with the current workforce trends in order to provide students with the most relevant curriculum and relatable workforce skills. The proposed program revisions respond to the workforce needs of the Medical Assistant community with its skills-based externship education that allows both the faculty and the individual students to identify their strengths and weaknesses. Based on feedback from the Program Advisory Committee, certificate program revisions are being made as outlined below.

In summary, five courses have been added to the program totaling 15 credits, three courses have been removed from the program totaling seven credits, and the credits have increased in one course by one credit. Although the total number of credits only increased by nine, the credits for each course removed and each course added are factored into the percentage change. The changes in credits in the proposed certificate divided by the total credits in the current certificate equal 77%, which is considered a substantial modification

by MHEC (greater than 33%) and requires submission of a program proposal to MHEC. The proposal will be submitted to MHEC following presentation to the Board of Trustees.

Vice Chair Lynch asked Provost/EVP Hawkins if he thinks this program will be in substantial demand in today's market. Provost/EVP Hawkins answered yes, the program had its origins in a preparation program housed in Computing and Business Technology. It has shifted to more of a healthcare focus and aligns well with where the industry is moving. Students who complete the 39 credits of the Certificate are poised to enter a healthcare program at the College without the loss of any credits. The move positions the program in the proper academic track of healthcare and also aligns with an advanced degree if a student would like to move forward with an Associate of Applied Science. Trustee Miller commented that this is great, especially adding the science piece with biology and anatomy, the business communication for writing, and adding a course on coding.

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

ACTION ITEMS

Approval of FY 2022 Proposed Operating Budget to be submitted to the County Executive – VP Jones presented this item. Operating Revenue proposed for FY 2022 is \$57,884,578, which represents an increase of \$5,228,198 or 10% over FY 2021 and includes \$17,909,815 from tuition and fees, \$11,154,005 in state funding, \$21,341,502 in county funding, and \$4,335,069 from other income. In keeping with the goal to keep college affordable for FCC students, the College proposes to keep the tuition increase minimal. An increase of \$1/credit for in-county tuition is proposed, which will increase in-county tuition from \$128/credit to \$129/credit. Also, out-of-county tuition will increase by \$2/credit and out-of-state tuition will increase by \$3/credit.

The consolidated service fee will increase by 60 cents going from \$25.40/credit to \$26.00/credit. No increase to the current student activity fee of \$3.34/credit is proposed and it will continue to apply to the first ten (10) credits.

CEWD tuition and fees will decrease by \$135,199 due to future contracts and academic programming having to be reestablished after the pandemic.

Overall, the revenue from tuition and fees will increase by \$3,728,198. All tuition and fees would be effective with the fall 2021 semester.

A request will be made to the Frederick County Executive for an additional \$1,500,000 to provide a 2% cost of living adjustment (COLA) for regular full-time and regular part-time administrators and support staff, full-time faculty, credit adjunct faculty, clinical/field experience staff, CEWD adjunct faculty, CEWD instructional specialists, part-time variable schedule employees, and coaches. This 2% COLA in the operating budget will not apply to limited term employment, interim, grant-funded employees, fee-based employees, or employees funded through the auxiliary budget.

The \$1,500,000 request to the County also includes funding for the reinstatement of positions as the College prepares to reopen post pandemic.

Any increase in expenditures is contingent upon revenue projections. Expenditures are currently projected to increase by \$5,228,198 or 10.0% over the FY 2021 budget. It includes a 2% COLA as described above and the reinstatement of positions that were cut in FY 2021 due to the fiscal impact of the pandemic. The proposed budget request funds the College share of all current employee benefits, insurance increases, and increases in computer/IT equipment and software, along with the Board-required contingency fund reserve.

VP Jones recommended approval of the FY 2022 Proposed Operating Budget for submission to County Executive Jan Gardner.

On a motion made by Trustee Fearnow and seconded by Trustee Barber, the Board unanimously approved the FY 2022 Proposed Operating Budget for submission to County Executive Jan Gardner, as presented.

Approval of the Baking and Pastry Arts Program (A.A.S. and Certificate) –

Provost/EVP Hawkins presented this item. The proposed Baking and Pastry Arts program prepares students as trained culinary and baking professionals in a variety of hospitality sectors including commercial manufacturing facilities, restaurants, hotels, resorts, clubs, spas, bakeries, cafes, convention centers, supermarkets, warehouse clubs, contract food service companies, and as personal chefs. The program is designed to ensure that students will learn the practical technical skills as well as managerial skills needed to excel quickly in the food service industry. This program stresses the general skills required of all food service professionals from critical thinking and professionalism to an understanding of food safety, nutrition, and service, while emphasizing baking and pastry-specific skills. Students will apply what they learn through capstone projects and experience in an internship. The course offerings emphasize the professional competencies necessary to meet industry standards. Graduates should qualify for entry-level positions and, with experience, advance to managerial positions or continue on to four-year academic programs. Upon successful completion of the program, students will earn nationally recognized industry certifications as ServSafe Food Manager from the National Restaurant Association and Certified Guest Service Professional® (CGSP®) from the American Hotel and Lodging Educational Institute (AHLEI).

The curriculum committee has reviewed and approved this program proposal. The proposal directly supports the mission of Frederick Community College by providing a program that meets the strong demand for specialized studies in Baking and Pastry Arts from current and prospective students, many of whom are adult learners/career changers, and the incumbent workforce looking for formal post-secondary education and professional training. This action requires MHEC approval. If approved by the Board of Trustees, it will then be submitted to MHEC for review.

The addition of the Baking and Pastry Arts program at FCC responds to the demand for positions in the field at the local, state, and national levels, with a national job outlook for 2019-2029 of a 6% employment increase in the field, markedly higher than the 3.7% average increase for all occupations. FCC is a leader in career education and training in Frederick County, and the Hospitality, Culinary & Tourism Institute (HCTI) is regarded as a high quality academic and workforce training program, as illustrated by recently earning Accreditation by the American Culinary Federation (ACF) in January 2020, with perfect scores. The new Baking and Pastry Arts program, after several years of demonstrated sustainability, will also be eligible to apply for ACF accreditation, which, together with the ACF Accredited Culinary Arts Program, will elevate the stature of the HCTI.

The addition of the Baking and Pastry Arts program under HCTI will further enhance the Institute's offerings and provide for increased enrollment opportunities. Based on historical data from the current HCTI Culinary program, the number of Baking and Pastry graduates is estimated to grow at an annual rate of 25% for the first five years. The complete MHEC Academic Program Proposal is available to reference for further details.

Provost/EVP Hawkins recommended approval of the Baking and Pastry Arts program (A.A.S. and certificate).

Vice Chair Lynch commented that the HCTI is a great asset and this program will just add to it.

On a motion made by Vice Chair Lynch and seconded by Trustee Miller, the Board unanimously approved the Baking and Pastry Arts program (A.A.S. and certificate), as presented.

Approval of Award Recommendation – RFB #21-IT-01 Data Center Backup Solution Project to ePlus Technology, Inc. in the amount of \$71,255 – CIO McCormick presented this item. The College recently requested bids from qualified vendors to replace the College data/server backup solution and associated hardware and software. The existing backup solution hardware is aging, and the software is not meeting the needs of the College. Improving management, security, and recovery point objectives (RPOs) of the College data is critical. It is the intent to complete this project by May 1, 2021.

A formal request for bids (RFB) was advertised on eMaryland Marketplace Advantage and posted to the College Bid Board on November 24, 2020. A pre-bid conference was not held. Addendum 1 was posted on the College Bid Board on December 18, 2020. Seven bids were received. Two bids were non-responsive. The low responsive bidder is ePlus Technology, Inc. with a total bid price of \$71,255. The required information as outlined in the RFB document has been provided by ePlus Technology, Inc., and the College has checked references and confirmed pricing by ePlus Technology, Inc.

Funds for the proposed award amount of \$71,255 are available in the CIP budget (8-5-800125).

CIO McCormick recommended approval to award RFB #21-IT-01 Data Center Backup Solution Project to ePlus Technology, Inc. for the amount of \$71,255.

Trustee Lynch asked about the cost difference between the bid submissions. CIO McCormick responded that the College Network Infrastructure team provided for a backup solution within the RFB requirements, but did not identify which brand it must be. This opened up an opportunity for multiple solutions from the bidders. CIO McCormick continued that each of the bid responses proposed a different type of backup software/hardware solution while all adhering to the RFB specifications.

Trustee Barber asked if the College has used ePlus Technology, Inc. before and whether there were a set number of hours as part of the cost presented. CIO McCormick answered yes and stated that typically these projects are a single price for hardware, software, and installation assistance and he would verify this and get back to Trustee Barber.

On a motion made by Vice Chair Lynch and seconded by Trustee Barber, the Board unanimously approved the award to ePlus Technology, Inc., as presented.

Approval of Piggyback contract with Dell, Inc. for instructional computers in the amount of \$215,892.17; Piggyback of the Maryland Education Enterprise Consortium (MEEC) Contract #UMD-972016 – CIO McCormick presented this item. IT requested and received special pricing from Dell, Inc. in addition to discounts provided through the Maryland Education Enterprise Consortium (MEEC) agreement #UMD-972016. This purchase is for 190 computers that are scheduled for lifecycle replacement in our B, C, L, and H buildings. The cost of this purchase is \$215,892.17 and funds are available in the CIP budget (85-800125-8000300). The quoted prices include up to 50.5% discount off retail cost.

CIO McCormick recommended approval of the use of the Maryland Education Enterprise Consortium (MEEC) agreement #UMD-972016 with Dell, Inc. for instructional computers in the amount of \$215,892.17.

On a motion made by Trustee Diaz and seconded by Trustee Kimberlin, the Board unanimously approved the piggyback contract with Dell, Inc., as presented.

TRUSTEE COMMENTS

Several Trustees commented on how impressed they were with the sabbatical presentations this evening.

ADJOURNMENT

The regular meeting adjourned at 5:37 p.m.

NEXT MEETING

The next regular meeting of the Board will be held on Wednesday, March 17, 2021.

**Elizabeth Burmaster
Secretary/Treasurer**

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