

**BOARD OF TRUSTEES
FREDERICK COMMUNITY COLLEGE**

**September 18, 2024
Regular Meeting**

The Board of Trustees of Frederick Community College met in **regular session** on Wednesday, September 18, 2024 in the Conference Center (E126AB). A virtual option to participate was provided. Participating in person were: Trustees Theodore Luck, Chair; Tom Lynch, Vice Chair; Carolyn Kimberlin; Tracey McPherson; Dr. John Molesworth; and Dr. William Reid. Trustee Myrna Whitworth was unable to attend. Also attending in person were President Dr. Annesa Payne Cheek, Secretary/Treasurer of the Board and Edmund O’Meally, PK Law, College legal counsel.

Participating virtually was Dr. Daniel Phelan, Consultant.

CALL TO ORDER

The meeting was called to order by Chair Luck at 4:31 p.m.

APPROVAL OF MINUTES

Chair Luck called for approval of the minutes of the August 21, 2024 regular meeting.

On a motion made by Vice Chair Lynch, the Board approved the August 21, 2024 regular meeting minutes 6-0-1, as presented, with Trustee Whitworth absent.

BOARD & CEO COMMENTS

Trustees provided positive comments about the change in agenda format based on the feedback at the last meeting, the Board self-evaluation survey, and College programs and events.

President Cheek welcomed the newest member of the Senior Leadership Team, Dr. Matthew Paushter, who transitioned to the role of Chief Foresight and Decision Support Officer on September 1, 2024. She then reported on the FCC Foundation annual golf tournament, the Governor’s Day Luncheon hosted by the Great Frederick Fair Board of Directors, the grand opening of the new FCC Family Study Space, and fall enrollment.

CONSENT AGENDA

On a motion made by Trustee Kimberlin, the Board approved the following items 6-0-1, as presented, with Trustee Whitworth absent:

- The 2024 Performance Accountability Report to the Maryland Higher Education Commission
- Piggyback Contract with Keller Brothers, Inc. for the Restroom Access Enhancement Project in the amount \$153,029; Piggyback of the Frederick County Public Schools (FCPS) Contract #21MISC3, Qualifications of General Construction Contractors for Minor Construction Projects

INFORMATION/DISCUSSION ITEMS

Fiscal Year-to-Date Unaudited Draft Financial Report through the Quarter

Ending June 30, 2024 – Scott McVicker, Chief Financial Officer (CFO) and VP for Administration, went through the report in detail with the Board. There was discussion regarding the rates of return on investment income and the importance of investing without putting principal at risk.

MONITORING CEO PERFORMANCE:

Review of Draft Interpretation of EL-4 Financial Conditions and Activities

(Monitoring CEO Performance) – The Board discussed this interpretation. Linguistic edits were suggested for Sections 7d, 7e, and 7f to include verbs.

MONITORING BOARD PERFORMANCE:

Board Survey Review: BCD-3 Delegation to the President – Chair Luck led a discussion regarding the results of this survey.

Board Policy Review: BCD-01 Unity of Control – The Board reviewed this policy for currency. There were no suggested revisions.

Board Policy Review: GP-10 Board Expenses – The Board reviewed this policy for currency. There were no suggested revisions.

ACTION ITEMS

Approval of Revisions to BCD-4 Monitoring President Performance – The Board considered the revisions to this policy, which were presented at the meeting last month.

On a motion made by Vice Chair Lynch, the Board approved the revisions to BCD-4 Monitoring President Performance 6-0-1, as presented, with Trustee Whitworth absent.

MEETING CONTENT REVIEW

Chair Luck led a discussion for the consideration of areas for meeting content improvement and the effectiveness of the meeting as it adheres to the principles of Policy Governance®. There were no suggested changes.

CLOSED SESSION

At 5:08 p.m., the motion was made by Vice Chair Lynch to convene in closed session and approved by the Board 6-0-1, with Trustee Whitworth absent.

This action was taken in accordance with Maryland's Open Meetings Act, Section 3-305(b)(7) to consult with counsel to obtain legal advice; Section 3-305(b)(9) to conduct collective bargaining negotiations or consider matters that relate to the negotiations; and Section 3-305(b)(13) to comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter.

The Board convened in **closed session** in the Conference Center (E126AB) on September 18, 2024. Attending were: Trustees Theodore Luck, Chair; Tom Lynch, Vice Chair; Carolyn Kimberlin; Tracey McPherson; Dr. John Molesworth; and Dr. William Reid. Trustee Myrna Whitworth 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; Dr. Bridgette Cofield, Vice President (VP) for Talent and Culture; Dr. Anne Davis, Provost and VP for Teaching, Learning and Student Success; Scott McVicker, Chief Financial Officer (CFO) and VP for Administration; Pamela Murphy, Labor Relations Specialist; Edmund O'Meally, PK Law, College legal counsel; and Kari Melvin, Recording Secretary.

The Board reviewed closed session minutes from August 21, 2024. Vice Chair Lynch identified an edit for clarity.

On a motion made by Vice Chair Lynch, the Board approved the August 21, 2024 closed session minutes 6-0-1, as revised, with Trustee Whitworth absent.

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

The closed session adjourned at 5:45 p.m.

ADMINISTRATIVE FUNCTION

At 5:45 p.m. on September 18, 2024, the Board of Trustees met administrative function in the Conference Center (E126AB) in accordance with General Provisions Article Section 3-101(b)(1)(iii) to discuss the Board of Trustees meeting agenda format in administration with the Bylaws of the Board of Trustees. Attending were: Trustees Theodore Luck, Chair; Tom Lynch, Vice Chair; Carolyn Kimberlin; Tracey McPherson; Dr. John Molesworth; and Dr. William Reid. Trustee Myrna Whitworth 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; Edmund O'Meally, PK Law, College legal counsel; and Kari Melvin, Recording Secretary.

The administrative function adjourned at 5:52 p.m.

NEXT MEETING

The next regular meeting of the Board will be held on Wednesday, October 16, 2024.

Dr. Annesa Payne Cheek
Secretary/Treasurer

Prepared by Kari Melvin
Office of the President
Frederick Community College