

**BOARD OF TRUSTEES
FREDERICK COMMUNITY COLLEGE**

**October 16, 2024
Regular Meeting**

The Board of Trustees of Frederick Community College met in **regular session** on Wednesday, October 16, 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; Tracey McPherson; Dr. John Molesworth; and Myrna Whitworth. Trustees Carolyn Kimberlin and Dr. William Reid were unable to attend. Also attending in person were President Dr. Annesa Payne Cheek, Secretary/Treasurer of the Board; Janice Spiegel, Special Projects Manager/Budget Office Frederick County Government; 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 4:30 p.m. Chair Luck noted that revised backup was provided to Trustees at the meeting for the following items:

- Draft Interpretations for EL-6 Planning
- Draft Interpretations for EL-7 Land Use
- Interpretations for EL-4 Financial Conditions and Activities

The contents of the interpretations did not change from what was initially provided in the Board packet, but they were put into a different format to provide clarity and to better distinguish them from the format used for the baseline insight reports.

APPROVAL OF MINUTES

Chair Luck called for approval of the minutes of the September 18, 2024 regular meeting.

On a motion made by Vice Chair Lynch, the Board approved the September 18, 2024 regular meeting minutes 5-0-2, as presented, with Trustees Kimberlin and Reid absent.

BOARD & CEO COMMENTS

Chair Luck announced that this is Trustee Molesworth's last meeting as he is stepping down from the Board due to personal commitments. He thanked Trustee Molesworth for his service and presented him with a crystal trophy in recognition of his years of service and a resolution of appreciation signed by Chair Luck and President Cheek. Trustee Molesworth expressed gratitude for having served.

Trustees then thanked Trustee Molesworth and provided positive comments about the progress being made to fully implement Policy Governance®, being inspired by English for speakers of other languages (ESOL) students, the new Family Study Space, and FCC's participation in the creation of the "Community College Skills-Based Hiring Playbook" as mentioned in the Fall 2024 issue of the Association of Community College Trustees publication *Trustee Quarterly*.

President Cheek welcomed the newest member of the Senior Leadership Team, Gregory Enloe, who joined FCC on October 1, 2024 as the Executive Director of Development and FCC Foundation. She then reported on the Athletics Hall of Fame Banquet and thanked all those responsible for putting on the event.

CONSENT AGENDA

On a motion made by Vice Chair Lynch, the Board approved to remove the following item from the Consent Agenda 5-0-2, with Trustees Kimberlin and Reid absent:

- Piggyback Contract with Hellas Construction, Inc. for the Baseball Field Artificial Turf Replacement project in the amount of \$447,510; Piggyback of The Interlocal Purchasing System (TIPS) Contract #230201 Synthetic Turf or Natural Sports Fields, Grounds, Courts, and Tracks Goods and Services

On a motion made by Trustee Molesworth, the Board approved the following items 5-0-2, as presented, with Trustees Kimberlin and Reid absent:

- Sole Source Contract with Oracle America, Inc. for Oracle Enterprise Performance Management (EPM) Enterprise Cloud Service for a new subscription on or after March 1, 2025 at a three-year cost of \$270,000 and Piggyback Contract with Sierra-Cedar for IT Professional Consulting Services-PeopleSoft, not to exceed \$259,000; Piggyback of the Maryland Education Enterprise Consortium (MEEC) Contract #91372
- Piggyback Contract with Microsoft Corporation – Microsoft Unified Enterprise Support at a three-year cost of \$107,511; Piggyback of Maryland Education Enterprise Consortium (MEEC) Microsoft Master Services Agreement-Education U772410The 2024 Performance Accountability Report to the Maryland Higher Education Commission

ACTION ITEM REMOVED FROM CONSENT

Piggyback Contract with Hellas Construction, Inc. for the Baseball Field Artificial Turf Replacement project in the amount of \$447,510; Piggyback of The Interlocal Purchasing System (TIPS) Contract #230201 Synthetic Turf or Natural Sports Fields, Grounds, Courts, and Tracks Goods and Services – There was discussion

regarding the initial installation and use of the turf field. It was reported that the income from rentals has nearly recaptured the entire cost of the initial investment.

On a motion made by Vice Chair Lynch, the Board approved the Piggyback Contract with Hellas Construction, Inc. 5-0-2, as presented, with Trustees Kimberlin and Reid absent.

INFORMATION/DISCUSSION ITEMS

Audited Annual Financial Reports for Period Ending June 30, 2024 – Graylin Smith, CPA, Client Service Partner from SB & Company reviewed the audit results in detail with the Board.

MONITORING CEO PERFORMANCE:

Review of Draft Interpretation of EL-6 Planning – The Board reviewed this interpretation. There was discussion regarding an emergency management contingency plan and it was confirmed that the College has a Continuity of Operations Plan.

Review of Draft Interpretation of EL-7 Land Use – The Board reviewed this interpretation. There were no comments.

MONITORING BOARD PERFORMANCE:

Board Survey Review: BCD-1 Unity of Control – Chair Luck reported on the results of this survey. Vice Chair Lynch asked that the comments provided by a Trustee on page two be corrected from “conscience” to “conscious” for the record.

Board Survey Review: GP-10 Board Expenses – Chair Luck reported on the results of this survey.

Board Policy Review: GP-5 Board Linkage with Ownership – The Board reviewed this policy for currency. There were no suggested revisions. The Board survey will be postponed until an overall strategy for Board linkage is implemented, which will be developed at the November retreat.

Board Policy Review: GP-6 Board Linkage with External Organizations – The Board reviewed this policy for currency. There were no suggested revisions. The Board survey will be postponed until an overall strategy for Board linkage is implemented, which will be developed at the November retreat.

Board Policy Review: GP-7 Board Planning Cycle and Agenda Control – The Board reviewed this policy for currency. There were no suggested revisions. Chair Luck noted that the Board survey will be postponed until after the next scheduled review since many of the items are either in process or have not yet been fully implemented.

ACTION ITEMS

MONITORING CEO PERFORMANCE:

Approval of Interpretations for EL-4 Financial Conditions and Activities – The Board considered these interpretations, which were reviewed at the meeting last month.

Trustee Molesworth moved for approval of the Interpretations for EL-4 Financial Conditions and Activities, as presented. Vice Chair Lynch moved to amend approval with the revision of section 6.b. to change “unless a payment is under dispute” to “unless a payment obligation is in dispute.” The amendment was accepted by President Cheek and the Board, and the Board approved the Interpretations for EL-4 Financial Conditions and Activities 5-0-2, as revised, with Trustees Kimberlin and Reid absent.

Acceptance of Baseline Insight Report for EL-1 Treatment of Students – Chair Luck provided a reminder that the Board agreed to receive baseline insight reports in lieu of monitoring reports as part of the transition to full deployment of the Policy Governance® Model. Areas of compliance will be expected to be maintained and areas of non-compliance will be expected to be addressed prior to the submission of the formal monitoring report next year. President Cheek reported full compliance with the exception of sections 1.b., 1.c., 2.e., 2.1.e., 3.d., 4.a., 4.b., 4.2.a, and 4.2.b.

On a motion made by Trustee Molesworth, the Board approved to accept the Baseline Insight Report for EL-1 Treatment of Students 5-0-2, as presented, with Trustees Kimberlin and Reid absent.

Acceptance of Baseline Insight Report for EL-2 Treatment of Employees – President Cheek reported full compliance with the exception of sections 1.1.e, 3.2.c, 3.2.d, and 6.b. There was discussion whether mental health training is mandatory and it was confirmed that, while the training is offered to all employees, there are certain employees who are required to take this training.

On a motion made by Vice Chair Lynch, the Board approved to accept the Baseline Insight Report for EL-2 Treatment of Employees 5-0-2, as presented, with Trustees Kimberlin and Reid 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.

ADJOURNMENT

The meeting adjourned at 5:51 p.m.

NEXT MEETING

The next regular meeting of the Board will be held on Wednesday, November 20, 2024.

Dr. Annesa Payne Cheek
Secretary/Treasurer

Prepared by Kari Melvin
Office of the President
Frederick Community College