

**BOARD OF TRUSTEES  
FREDERICK COMMUNITY COLLEGE**

**November 19, 2025  
Regular Meeting**

The Board of Trustees of Frederick Community College met in regular session on Wednesday, November 19, 2025 in the Conference Center (E126AB). A virtual option to participate was provided. Participating in person were: Trustees Theodore Luck, Chair; Carolyn Kimberlin, Vice Chair; Jan H. Gardner; Dr. Carmen R. Hernandez; Tracey McPherson; and Dr. William Reid. 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. Trustee Myrna Whitworth was unable to attend.

**CALL TO ORDER**

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

**APPROVAL OF MINUTES**

Chair Luck called for approval of the minutes of the October 15, 2025 regular meeting.

*On a motion made by Trustee Reid, the Board approved the October 15, 2025 regular meeting minutes 6-0-1, as presented, with Trustee Whitworth absent.*

**DECLARATION OF CONFLICT OF INTEREST**

There were no conflicts of interest expressed by Trustees.

## **BOARD & CEO COMMENTS**

Trustee Gardner reported that several Trustees attended the Association of Community College Trustees (ACCT) Leadership Congress, noting numerous opportunities for learning with sessions related to Policy Governance and presentations by other Maryland community colleges. She further reported that Trustees Hernandez, Kimberlin, and she participated in a tour of the Main Campus and the Monroe Center, describing it as well-organized, impressive, and reflective of the College's strong student supports and high-quality instructional facilities. She also shared that she participated in the recent Ownership Linkage session with representatives from Frederick Health, which was facilitated effectively and provided valuable information for long-term planning. She encouraged Trustees to visit the 200 Monroe restaurant, noting a positive dining experience.

Trustee Hernandez commented on the campus tour, expressing appreciation for the College's extensive mental health supports and strong workforce alignment. She noted her previous experience with the Community Foundation and employer demand for career and technical education programs and expressed satisfaction with how FCC is addressing those needs. She shared that attending the adult education graduation was heartwarming and highlighted the resilience and achievements of FCC's immigrant students. She expressed pride in serving on the Board.

Trustee Reid reported that the ACCT Leadership Congress sessions were informative, particularly regarding advances in artificial general intelligence and its anticipated impact on higher education. He echoed Trustee Hernandez's comments about

the adult education graduation, noting the inspiring perseverance demonstrated by the graduates.

Vice Chair Kimberlin echoed earlier comments regarding the campus tour, stating that it was exceptional and highly informative. She expressed appreciation for the staff who organized and led the tour and encouraged participation in future tours. She shared that the Ownership Linkage session with Frederick Health was excellent and generated great ideas. She also highlighted the inspirational nature of the adult education graduation.

Chair Luck also commented on the adult education graduation, stating that it was a powerful reminder of the College's impact on students' lives. He commended the students and recognized employees who support the programs. Chair Luck reported that he attended the Maryland Higher Education Commission Student Success Summit last week, where several individuals shared positive remarks about FCC. He then thanked Trustees for meeting individually with the facilitator for the upcoming retreat, noting that their input will help shape a meaningful and focused agenda.

President Cheek reported that spring enrollment has increased by approximately 200 students compared to the prior year, reflecting continued demand for the College's programs and regional workforce needs. She then introduced a *Future in Focus* segment to highlight the College's Workforce Growth Strategy as a key element of the *Future Ready* vision. The strategy positions FCC as a workforce and talent hub for Frederick County, with targeted investments in the trades, biotechnology, manufacturing and logistics, healthcare, and information technology. These areas were noted as supporting career

pathways with wages above \$50,000, exceeding the county's ALICE (Asset Limited, Income Constrained, Employed) threshold, and advancing economic vitality and social mobility.

Dr. Molly Carlson, Associate Vice President and Dean of Continuing Education and Workforce Development, provided an overview of the strategy. President Cheek thanked Dr. Carlson and College colleagues for their collaborative efforts and emphasized that the focus areas represent strategic growth opportunities while maintaining the breadth of the College's mission. She then introduced *Trustee Takeaway*, a new resource designed to support Trustees in their ambassador role by providing concise talking points on the College's impact. President Cheek also announced the release of the inaugural issue of *FCC Connects*, the College's new bi-monthly magazine, and recognized the Marketing and Communications team and Chief of Staff Avis Boyd for their leadership in its development.

### **CONSENT AGENDA**

There were no items.

### **REQUIRED APPROVALS AGENDA**

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

- Award of Contract Modification to M&M Welding and Fabrication Inc. for the Central Plant Optimization Phase 2 Project
- Piggyback Contract with Lumen for Internet and Network Service
- Piggyback Contract with Astute for Managed Services to Support PeopleSoft Applications and the Oracle Cloud Computing Environment

## **INFORMATION/DISCUSSION ITEMS**

### **Fiscal Year-to-Date Financial Report through the Quarter Ending September 30,**

**2025** – Scott McVicker, Chief Financial Officer (CFO) and Vice President for Administration, went through the report in detail with the Board. There was discussion regarding the College's financial outlook, including enrollment-driven revenue variability and funding uncertainty, and the importance of diversifying revenue streams and exploring innovative, future-focused models of education.

### **MONITORING BOARD PERFORMANCE:**

**Policy Survey Results for GP-6 Board Linkage with External Organizations and GP-7 Board Planning Cycle and Agenda Control** – Chair Luck reported on the results of these surveys, noting a healthy range of perspectives that will inform facilitated discussion at the December retreat and ongoing board development.

**Board Policy Review of GP-11 Special Rules of Order** – The Board reviewed this policy for currency. There was discussion regarding the process for proposing and reviewing Board policy revisions, the role of pre-review committees, and the distinction between substantive policy changes and requests for clarification. Trustees expressed varying perspectives on whether a pre-review mechanism is needed, with emphasis on maintaining full-board engagement and timely deliberation. Clarification was provided regarding agenda items being added at a meeting in accordance with the Open Meetings Act, and discussion parameters for required approvals versus other agenda items. It was agreed that proposed substantive policy revisions should be submitted to the Board Chair

in writing in advance of meetings. The Board will consider revisions to this policy at the next meeting.

**Board Policy Review of BCD-2 Accountability of the President** – The Board reviewed this policy for currency. There were no suggested revisions.

### **ACTION ITEMS**

**Approval of CIP and County Capital Budget Request (FY 2027-FY 2032)** – President Cheek introduced the College’s required submission of the Capital Improvement Program (CIP) and six-year budget request to the County, which is based on the College’s ten-year Facilities Master Plan. She underscored the importance of ongoing investment in facilities, technology, and equipment to support high-quality instruction, student services, and learning environments that reflect the realities of today’s workforce. It was further noted that the College is entering a changing fiscal environment that will require greater ownership of long-term capital planning, including exploring opportunities to self-fund a portion of future investments through thoughtful planning and disciplined stewardship.

Scott McVicker, CFO and Vice President for Administration, provided an overview of the request and addressed questions regarding state and county funding requirements, verification of local share, and recent discussions with state officials. It was noted that proposed projects have received initial state-level approvals, that state funding levels change every year, and that the College will need to identify additional resources to close funding gaps.

*On a motion made by Vice Chair Kimberlin, the Board approved the CIP and County Capital Budget Request (FY 2027-FY 2032) 6-0-1, as presented, with Trustee Whitworth absent.*

**Acceptance of EL-4 Financial Conditions and Activities Monitoring Report –**

President Cheek summarized the monitoring report for EL-4 Financial Conditions and Activities and reported full compliance. It was noted that all prior areas of partial compliance have been resolved.

*On a motion made by Trustee Reid, the Board found evidence of compliance with a reasonable interpretation of the policy for EL-4 Financial Conditions and Activities 6-0-1, with Trustee Whitworth absent.*

**Acceptance of EL-9 Asset Protection Monitoring Report** – President Cheek

summarized the monitoring report for EL-9 Asset Protection and reported full compliance. It was noted that all prior areas of partial compliance have been resolved.

*On a motion made by Trustee McPherson, the Board found evidence of compliance with a reasonable interpretation of the policy for EL-9 Asset Protection 6-0-1, with Trustee Whitworth absent.*

**Acceptance of EL-10 Investments Monitoring Report** – President Cheek

summarized the monitoring report for EL-10 Investments and reported full compliance.

*On a motion made by Trustee Gardner, the Board found evidence of compliance with a reasonable interpretation of the policy for EL-10 Investments 6-0-1, 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®. Vice Chair Kimberlin commented positively on the quality of the meeting and the high level of participation. She noted that the use of monitoring reports under the Policy Governance® framework has strengthened accountability and clarified the Board's role. She expressed pride and congratulated the entire Board and President Cheek. Trustee McPherson agreed and acknowledged President Cheek and her staff for the effort required to produce the monitoring reports.

## **ADJOURNMENT**

*The meeting adjourned at 6:15 p.m.*

## **NEXT MEETING**

The next regular meeting of the Board will be held on Wednesday, January 21, 2026.

Dr. Annesa Payne Cheek  
Secretary/Treasurer

Prepared by Kari Melvin  
Office of the President  
Frederick Community College