The Board of Trustees of Frederick Community College met in regular session on Wednesday, April 15, 2015 in the Chris T. Matthews Board Room (A201). In attendance:

Trustees Debra S. Borden, Chair; David F. Bufter, Vice Chair; Nick Diaz; Gary V. Fearnow; Doris J. White; Myrna R. Whitworth; and Roger A. Wilson. Also in attendance:

President Elizabeth Burmaster, Secretary/Treasurer of the Board; Education Liaison Janice Spiegel; Kari Melvin, Recording Secretary; Mary Beth Liller, Chair, Support Personnel Association; Marc Frankenberry, Vice Chair, Faculty Association; Frank Seidel, Vice Chair, College Senate; Fred Hockenberry, representing the Administrative Staff Association; Brandon Leatherman, Vice President (VP) of Finance, Student Government Association; Dana McDonald, VP for Administration; Wayne Barbour, VP for Learning Support; David Croghan, VP for Continuing Education and Workforce Development; Tony Hawkins, Provost/VP for Academic Affairs; Jerry Boyd, Special Assistant to the President for Institutional Effectiveness; and other members of the College and staff.

CALL TO ORDER

The meeting was called to order by Board Chair Debra Borden at 7:00 p.m. The Chair recognized the Affinity Group representatives and others present. She welcomed the presence of Mr. Timothy J. Wesolek, who has been appointed by the Governor as a Trustee effective July 1, 2015. She and the other Trustees also thanked Trustee White, whose term ends June 30, 2015, for her years of service and commitment to the College.
APPROVAL OF MINUTES

The Chair called for approval of the minutes of the March 18, 2015 board conversation and regular meeting of the Board.

On a motion made by Trustee Bufter and seconded by Trustee Wilson, the Board unanimously approved the March 18, 2015 minutes, as presented.

PRESIDENT’S MONTHLY REPORT

President Burmaster gave highlights from her written report, which the Board members received in their meeting packets. Also included in the President’s written report were the following: CIP Construction Project Updates and Change Order Log and College Highlights Report.

President Burmaster noted that County Executive Jan Gardner presented her proposed budget today. She continued that the overall figure from the County is $627,000.00 in funding for the College. Of this, $480,000.00 is new revenue and $147,000.00 is for the Adult Basic Education Programs, which used to pass through Frederick County Public Schools, but now comes directly to the College. The $480,000.00 will be used as follows: $75,000.00 for a new faculty position in engineering/physics; $143,000.00 to offset tuition and fees increases, reducing the in-county tuition increase from $3 per credit to $2 per credit; and $262,000.00 to cover a portion of the increased healthcare costs to the College. The $480,000.00 represents a 3.3% increase in funding from the County.

ACTION ITEMS

Approval of Health Insurance Rates – VP McDonald presented this item. The request is for approval of the health insurance rates for FY 2016. The proposed employee and employer contributions are in accordance with the approvals received in FY 2012. This is the final year of a five-year bid with CIGNA Healthcare. The increase in the College
share of healthcare costs is $486,000.00, with the primary factor for the increase being high claims experience. FCC continues to fully fund the employee deductible and provide subsidies and credits to mitigate the rising costs to employees. The monthly stipend to employees who do not participate in the health care plans and provide proof of coverage elsewhere will remain at $300 per month.

President Burmaster asked if one or two Trustees would be willing to serve on a committee that will review healthcare benefits and support the process for a request for proposals for healthcare benefits to be awarded for FY 2017. Board Chair Borden supported the idea.

VP McDonald recommended approval of the Health Insurance Renewal Rates for FY 2016.

On a motion made by Trustee Bufter and seconded by Trustee White, the Board unanimously approved the FY 2016 Health Insurance Rates, as presented.

Approval of Title IX Sexual Misconduct Policy and Procedures – VP Barbour presented this item. The College drafted the Title IX Policy and Procedures to be in compliance with regulatory obligations. The policy and its procedures are designed to inform the College community of its commitment to maintaining a learning and working environment that is free from sexual misconduct. The policy and procedures set forth the philosophy, purpose, and scope; resources; key definitions of terms; training, education and prevention; confidentiality; reporting and response; sanctions; filing procedures; assessment and investigation; appeals; and maintenance of records.

VP Barbour recommended approval of the Title IX Policy and Procedures.
The recommendation was made to add “trustees” to the definitions of “College community” and “responsible employee.” There was discussion regarding College investigations occurring concurrently with law enforcement. The recommendation was made to revise the second sentence on page 13 under “Investigative Process” to read “The Title IX Coordinator will coordinate the investigative process and, when necessary, coordinate and cooperate effectively with law enforcement.”

Trustee Bufter made a motion to approve the Title IX Policy and Procedures with these amendments. The motion was seconded by Trustee Whitworth and unanimously approved by the Board.

Board Chair Borden requested that a flow chart be developed illustrating the process to accompany the Title IX Policy and Procedures when it is posted online.

Repeal of Sexual Assault and Sexual Harassment Policies and Procedures – VP Barbour presented this item. The following policies and procedures have been replaced with the adoption of the new Title IX Policy and Procedures and are no longer needed: Policy 3.18 Sexual Harassment, Procedure 5.19 Student Procedures for Filing a Student Sexual Harassment Complaint, Policy 6.24 Sexual Assault, and Procedure 6.24 Sexual Assault Prevention, Action, and Response Procedures.

VP Barbour made a recommendation to repeal these policies and procedures.

On a motion made by Trustee Whitworth and seconded by Trustee Wilson, the Board unanimously approved to repeal Policies 3.18 and 6.24 and Procedures 5.19 and 6.24.

Sole Source Approval: MBS Systems TCX Flight (Replacement POS) and Windows Server Upgrade for Bookstore POS System in the amount of $29,989 – VP McDonald presented this item. The College Bookstore purchased the MBS point-of-sale (POS) system
in January 2009 utilizing the Ocean County College contract (piggyback). The Bookstore needs to upgrade their POS system with new hardware and enhanced software, both because the system is becoming out of date and no longer able to be serviced with upgrades and to be compliant under new EMV (Europay, MasterCard and Visa) chip credit card rules that become effective October 2015. Compatibility with the MBS POS system is the paramount consideration, therefore a sole source purchase is required. The request is to utilize MBS Systems for inSite Hosted software, POS hardware, POS upgrade/software, and implementation/training services for a total cost of $29,989.00.

VP McDonald recommended approval of the sole source procurement for this project.

On a motion made by Trustee Wilson and seconded by Trustee Fearnnow, the Board unanimously approved the sole source procurement, as presented.

Award Recommendation: RFP #15MISC5 – Professional Auditing Services – VP

McDonald introduced Associate VP for Fiscal Services Bill Grutzkuhn to present this item. The College participated in a joint solicitation with Frederick County Public Schools and Frederick County Government. A Request for Proposals (RFP) was distributed by Frederick County Public Schools (FCPS) Purchasing Department on March 4, 2015, to all firms registered with FCPS and Frederick County Government’s Purchasing department, plus additional firms, based on familiarity of those involved in the RFP process. Sealed proposals were received at Frederick County Public Schools Purchasing Department on April 1, 2015 at 2:00 p.m. and distributed to members of the Evaluation Committees at all three entities. Four (4) proposals were received, however, two (2) were later deemed non-responsive by a nine member Audit Selection Committee composed of three representatives
each from Frederick County Government, FCPS, and Frederick Community College. Based on their overall approach to the project, qualifications and experience of the project management team, and cost proposal, the Evaluation Committee found SB & Company to be the most qualified firm to meet the auditing services needs of the College.

There was discussion regarding the past performance of SB & Company and the ability of College staff to set the protocols and expectations prior to field work being done. The Trustees indicated that they expect an increased level of rigor from SB & Company and will be focused on the management letter. VP McDonald stated that the College will have the right to terminate the contract without penalty in the case of any performance issues.

VP McDonald recommended approval to award a two-year contract with the option to renew an additional four years for professional audit services to SB & Company, for a total amount of $261,000.00.

*On a motion made by Trustee Bufter and seconded by Trustee White, the Board unanimously approved to award the contract for Professional Auditing Services to SB & Company, as presented.*

**Approval of Increase in Welding Credit Course Fees** – VP Croghan presented this item. Students registered in BLD (building trade) classes are assessed an additional fee of $70 per course. This fee is also included in the course fees of noncredit sections. These fees are intended to recoup costs incurred for consumable materials that students use in the lab portion of this program. The expense of running welding classes is directly proportional to the number of students registered in a class. This program has seen steady enrollment growth over the past three years. At the end of Fall 2014, a review of material costs for
welding courses was conducted. Costs for classes include welding rod and wire, various metals in varied thicknesses, gas for welding operation, replacement components for equipment, materials for welding tests, and proctor costs where applicable. The review revealed that costs per student surpass the collected fee by 250% - 400%. The request is to increase fees as follows: BLD121 Introduction to Welding – from $70 to $199; BLD 122 Advanced Welding: SMAW – from $70 to $350; BLD 125 Advanced Welding: GTAW – from $70 to $350; BLD 127 Advanced Welding: GMAW - $70 to $199; and BLD 128 Advanced Welding: SMAW 4G – from $70 to $350.

VP Croghan recommended approval of the increase in welding credit course fees for the spring 2016 semester.

There was discussion regarding ways to mitigate or phase in fee increases. The recommendation was made to investigate partnerships with local manufacturers and/or step in the fee increases.

Trustee Whitworth made a motion to approve welding credit course fee increases not to exceed the requested amounts, with direction to explore ways to mitigate the increases and/or step the fees in. The motion was seconded by Trustee Wilson and unanimously approved by the Board.

Approval of FY 2016 Tuition and Fees – VP McDonald presented this item. The proposed FY 2016 operating budget approved by the Board included a request for $430,000.00 from the County in order to avoid an increase in tuition and fees. The County Executive has included $123,000.00 toward this request in her proposed budget. The College will need to increase in-county tuition by $2 per credit and all other tuition and fees by 1.75% to make up the difference of $307,000.00. The request is to approve the FY 2016
Credit Tuition and Fees with these increases, effective beginning with the fall semester 2015. This reflects an approximate $72.00 increase for a full time student per year.

The Trustees expressed gratitude for this funding from the County.

VP McDonald recommended approval of the FY 2016 Credit Tuition and Fees.

On a motion made by Trustee Fearnow and seconded by Trustee Whitworth, the Board unanimously approved the FY 2016 Tuition and Fees, as presented.

INFORMATION/DISCUSSION ITEMS

 Quarterly Financial Report – Period Ending March 31, 2015 – VP McDonald presented this item. She provided an overview of the report, which the Board members received in their meeting packets.

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

TRUSTEE COMMENTS

There were no Trustee comments.

ADJOURNMENT

Trustee Diaz moved to adjourn the meeting. The motion was seconded by Trustee Bufter and unanimously approved by the Board. The meeting adjourned at 8:39 p.m.

NEXT MEETING

The next regular meeting of the Board will be held on Wednesday, May 20, 2015 at 7:00 p.m. in the Chris T. Matthews Board Room (A201).

Elizabeth Burmaster
Secretary/Treasurer

Prepared by Kari Melvin
Office of the President
Frederick Community College