The Board of Trustees of Frederick Community College met in regular session on Wednesday, April 20, 2016 in the Chris T. Matthews Board Room (A201). In attendance: Trustees Myrna R. Whitworth, Chair; David F. Butfer, Vice Chair; Debra S. Borden; Nick Diaz; Gary V. Fearnnow; Timothy J. Wesolek; and Roger A. Wilson. Also in attendance: President Elizabeth Burmaster, Secretary/Treasurer of the Board; Education Liaison Janice Spiegel; Caroline Cole, Recording Secretary; Kathy Brooks, Chair, Faculty Association; Jennifer Moore, representing the Administrative Staff Association; Kelly Billigmeier, President of the Student Government Association; Dana McDonald, Vice President (VP) for Finance and Human Resources; Dr. Wayne Barbour, VP for Learning Support; Jerry Boyd, Special Assistant (SA) to the President for Institutional Effectiveness; John Wichser, Chief of Operations (COO); and other members of the College and staff.

CALL TO ORDER

The meeting was called to order by Board Chair Myrna Whitworth at 7:02 p.m. The Chair recognized the Affinity Group representatives and others present.

APPROVAL OF MINUTES

The Chair called for approval of the minutes of the March 16, 2016 board conversation and regular meeting of the board.

On a motion made by Trustee Wesolek and seconded by Trustee Wilson, the Board unanimously approved the minutes, as presented.
PRESIDENT’S MONTHLY REPORT

President Burmaster reported that she provided testimony at the Frederick County Council budget hearing last night to support the funding increase for the College included in the operational budget submitted by the County Executive. The increase includes $364,000 for additional full time security personnel, security equipment, and training and $336,000 to provide a minimal 1% cost of living adjustment for our employees. President Burmaster updated the Trustees on the County Capital Improvement Program budget. She added that a County Council workshop is scheduled for this Friday.

President Burmaster then gave highlights from her written report, which the Board members received in their meeting packets. Also included in the President’s written report was the CIP Construction Project Updates and Monthly Change Order Log.

ACTION ITEMS

Approval of Termination of Facility Lease and Settlement Agreement – This item was pulled from the agenda at the meeting.

Approval of FY 2017 Health, Dental, and Vision Insurance Employee Contributions – VP McDonald presented this item. The award to CIGNA for the Health, Prescription Drug, Dental, and Vision insurance for eligible FCC employees was approved by the Board at the March 2016 Board meeting. This award resulted in an estimated savings of nearly 5% to the College. The Board also approved to continue to provide the opt-out incentive to employees who do not elect FCC health insurance coverage.

The CIGNA Health and Prescription Drug plan will be unchanged from the current plan. The College will continue to offer two health insurance plans, which include a high deductible plan and an in-network plan. For the high deductible plan, the College will fund
a Health Savings Account (HSA) for each enrolled employee with an amount equal to the annual deductible, which will be $2,600 for families and $1,300 for individuals. The amount that the College contributes to the in-network plan will result in the two plans having the same total cost to FCC.

For dental and vision insurance, the College covers 75% of the premium for the employee and 0% for dependents.

VP McDonald overviewed the schedule of employee and employer costs for the FY 2017 health, dental, and vision insurance plans, which the Board members received in their meeting packets.

On a motion made by Trustee Diaz and seconded by Trustee Borden, the Board unanimously approved the FY 2017 Health, Dental, and Vision Insurance Employee Contributions, as presented.

Approval of Piggyback Contract with Staples for Office/IT Supplies, Piggyback of the E&I Cooperative Services Contract #CNR01373, Staples Advantage – VP McDonald presented this item. College staff conducted an analysis of office supply needs and costs under its current office supply provider. Additionally, the College information technology (IT) department desired a company that could provide next day service and had a more diverse product offering for computers, computer cables, wireless keyboards, small office copiers and printers. Therefore, FCC decided to look for an all-in-one office supply/small electronics provider.

Key characteristics desired in a new office supply provider included advanced reporting capabilities to run reports for transparency as to what each department orders; website options for a layered approval process; quarterly review of pricing with an account
representative; options to reduce pricing for frequently ordered items; electronic prompts on their website for alternative, lower cost solutions; ease of on-line ordering; superior customer service; next day delivery; convenience cards to use for immediate need store purchases; and integration with PeopleSoft and other commonly used e-Procurement Systems.

In consultation with other Colleges, Staples was identified as a preferred supplier. The College asked Staples to provide pricing for the 200 items purchased most frequently. The pricing that Staples provided for these items overall was over 11% less than the pricing of the current office supply provider. Under the E&I contract, Staples Advantage offers a core list of 11,000 net-priced, commonly ordered items by postsecondary education institutions and allows for customized, member specific pricing on the items the College purchases most frequently. The College will earn a yearly 1.5% rebate for every dollar spent. In addition to office products and electronics, Staples offers a separate website which specializes in technology products and services. Staples Advantage also has a competitive and comprehensive list of offerings in custodial and janitorial supplies, promotional products, custom printing, and office furniture.

VP McDonald recommended approval of the use of the E&I Cooperative Services Contract #CNR01373, Staples Advantage for office/IT supplies.

On a motion made by Trustee Wilson and seconded by Trustee Diaz, the Board unanimously approved the use of the E&I Cooperative Services Contract #CNR01373, Staples Advantage, as presented.

Approval of Piggyback Contract with Team Distributors for Team Uniforms/Athletic Equipment, Piggyback of the Board of Education of Wicomico County IFB
#20010-161, Athletic Clothing – VP McDonald presented this item. The College has used many different sources of supply for athletic apparel and equipment because each coach has been responsible for purchasing the uniforms for their particular team. Uniformity of the brand of apparel purchased or of the type of apparel worn in order to unite the College has not existed and the Athletics Department, which raises funds to supplement their apparel and equipment purchases, has missed out on volume discounts. Athletics Department staff decided to look for a single supplier that would provide high quality athletic clothing and accessories at a reduced cost for the College.

Prior to determining whether to go out for bid or whether to utilize an existing cooperative agreement, the College Purchasing Department surveyed the other Maryland Community Colleges to determine the method of procurement most common for team uniforms. As the majority of the Community Colleges were using cooperative contracts offering significant discounts, FCC decided to do a price comparison as well as interview the account managers of two separate cooperative contracts: BSN Sports through Harford County Public Schools and US Communities and Team Distributors through the Board of Education of Wicomico County and the Mid-Atlantic Purchasing Team (MAPT).

After interviews were conducted with the account manager of each contract and a review of the discounts offered, it was determined that the cooperative contract with Team Distributors was the best value for Frederick Community College. Frederick Community College will receive a 40% catalog discount on Under Armour Apparel, a 40% discount off shoes, and a 15% rebate on the catalog list price for Under Armour based on the amount of yearly retail sales of Under Armour Apparel and Equipment. The rebate is to be held “on
account” to be used on future orders. The College will also receive significant discounts on equipment purchases.

VP McDonald recommended approval of the piggybacking the Board of Education of Wicomico County IFB #20010-161, Athletic Clothing contract for team uniforms and athletic equipment.

On a motion made by Trustee Fearnnow and seconded by Trustee Diaz, the Board unanimously approved the piggyback contract with Team Distributors, as presented.

Approval of Award Recommendation – RFP #16MISC5 Installation of Data Network Cabling – VP McDonald presented this item. Frederick County Public Schools (FCPS) and FCC were each utilizing services for Installation of Data Network Cabling under a cooperative agreement with Hagerstown Community College (HCC), Bid #HCC13-003 that expired June 30, 2015. With no contract in place for future projects, FCC approached FCPS to coopt a joint Request for Proposal to establish contracts with qualified contractors to furnish all labor, supervision, materials, and incidentals necessary for low voltage installations of data network cabling. An Invitation for Request for Proposals was sent out on December 1, 2015 by FCPS under RFP #16MISC5, Installation of Data Network Cabling. Proposals were due January 14, 2016. In mid-February, FCPS and FCC performed a technical evaluation, scored the bidders, and created a short-list. High Performance Cabling Corporation, SCD Information Technology, LLC, and Tissa Enterprises, Inc dba: TEI Construction/Electrical were short-listed for further review and ultimate award.
FCPS then evaluated the price proposals of the short-listed bidders and recommended award to the three bidders. The recommendation was presented to and approved by the Board of Education on March 9, 2016.

All three firms were evaluated based on flat hourly labor rate, off hours, materials cost plus mark-up, unit price for cable, as well as price to install patch panels, hangers, racks, cable trays, fire patching, wire management, and grounding and bonding equipment. Flat hourly rates will remain in effect for the life of the contract. Work will be performed on an “indefinite quantity” basis and no guarantee of any work has been either expressed or implied. Orders will be placed only as the needs arise throughout the contract period, which is effective from the date of award through December 31, 2017. FCPS and FCC each retain the right to renew the contract for two (2) additional two-year renewal periods.

VP McDonald recommended approval to award of RFP#16MISC5 to High Performance Cabling, SCD Information Technology, LLC and Tissa Enterprises, Inc.

On a motion made by Trustee Borden and seconded by Trustee Butfer, the Board unanimously approved to award contracts for installation of data network cabling to High Performance Cabling, SCD Information Technology, LLC and Tissa Enterprises, Inc.

Approval of Amendment #1 to A/E Design Services Contract for Monroe Center Project – COO Wichser presented this item. The Board of Trustees approved a recommendation to award the A/E Design Services for Renovations to the Monroe Center, to Proffitt and Associates in the amount of $254,290.00 on August 19, 2015.

Through the development of the design and cost estimate during the schematic phase of the project, it was determined that relocating to rented swing space was not a
viable option. This, along with additional programming changes, made it necessary to
maintain occupancy at the Monroe Center during the renovation of the space. A sequence
of construction will need to be developed that allows students, faculty and staff to function
with limited disruption through the construction period. In order to develop the sequencing
plan, including construction cost estimates and coordinating existing and new utilities
along with course schedules, the Architectural/Engineering team is requesting an
amendment to their original contract to include an additional $4,112.00 for third-party
testing during the construction period, including concrete inspection and testing, structural
steel inspection and reporting; $9,292.00 for pre-construction services to include
construction cost estimating at Schematic Design, Design Development, and Construction
Documents phases, plus constructability review and sequence planning; $10,520.00 for
mechanical, electrical and plumbing design and coordinating for construction sequencing;
and, $15,710.00 for architectural design services to incorporate programming and design
changes, and construction sequencing, to design and bidding documents, and coordinate
pre-construction services for a total of $39,634.00.

COO Wichser recommended approval of Amendment #1 to the A/E Services
contract with Proffitt & Associates, for Renovations to the Monroe Center, in the amount
of $39,634.00, as presented.

On a motion made by Trustee Bufter and seconded by Trustee Fearnow, the Board
unanimously approved Amendment #1 to the A/E Services contract with Proffitt & Associates,
as presented.

Approval of Piggyback Contract with Apple Ford Inc. for 4-Wheel Drive Pickup
Truck, Piggyback of the State of Maryland BPO Contract #001B6400314 Light Duty
Trucks – COO Wichser presented this item. The Ford Explorer SUV used by the College Public Safety and Security department to respond to campus emergencies and security checks was purchased in 1999 from a public auction site. It currently has 150,000+ miles on it and is beyond repair. The College obtained price quotes from three dealerships for a 2016 Ford F250 4-wheel drive pickup truck with an extended cab, tow package, and snow plow package. All three offered discounted governmental prices. The price quote from Apple Ford utilizing the State of Maryland contract, was the lowest at $30,202.00 and the truck can be delivered within five days of placing the order.

COO Wichser recommended approval use of the State of Maryland BPO contract #001B6400314, Light Duty Trucks, to purchase a 2016 Ford F250 4-wheel drive pickup truck from Apple Ford, Inc. in the amount of $30,202.00.

On a motion made by Trustee Wilson and seconded by Trustee Bufter, the Board unanimously approved the piggyback purchase with Apple Ford, Inc., as presented.

Approval of Inclement Weather/College Closing Policy and Procedures – COO Wichser presented this item. This Policy and Procedures will replace current Policy 6.16 – Inclement Weather Policy and Procedures for College Closings or Delays. The College President or his/her designee decides when classes are to be cancelled, or when the College is to be closed because of inclement weather or other emergency conditions. This Policy and Procedures provides that the President will consult with the Chief of Operations when considering a decision to close or delay the opening of the College and that the Chief of Operations will gather and communicate to the President the information necessary to make an informed decision related to College operations. All methods for broadcasting
College closings and delays and a timeline for making decisions on closings and delays are established.

COO Wichser recommended approval of the Inclement Weather/College Closing Policy and Procedures, as presented.

On a motion made by Trustee Wilson and seconded by Trustee Wesolek, the Board unanimously approved the Inclement Weather/College Closing Policy and Procedures, as presented.

Repeal of Policies and Procedures Related to Inclement Weather/College Closings – COO Wichser presented this item. The following policy and procedures have been replaced with the adoption of the new Inclement Weather/College Closing Policy and Procedures:

Policy 6.16 – Inclement Weather Policy and Procedures for College Closings or Delays.

COO Wichser recommended repeal of Policy 6.16 and Procedures for College Closings or Delays.

On a motion made by Trustee Bufter and seconded by Trustee Borden, the Board unanimously approved the repeal of Policy 6.16 and Procedures for College Closings or Delays.

Approval of Letter of Support for ACCT Leadership Congress Presentation

Proposal – Trustee Borden presented this item. The 2016 Association of Community College Trustees (ACCT) Leadership Congress will be held in October 2016. Trustee Borden has prepared a proposal to conduct a concurrent session at the 2016 ACCT Leadership Congress and ACCT requires a letter of support from the Board of Trustees to accompany the proposal. The proposed presentation will detail the new FCC Learning Commons, a welcoming and flexible research and learning environment that provides
convenient access to academic support services, study spaces, and technology in order to promote collaboration and inspire academic excellence. This aligns with the ACCT “new pathways to student success” track regarding learning analytics, data-informed solutions to foster equity, access, competency-based education, and student success and completion.

Trustee Borden requested approval of a letter of support to ACCT for her presentation on the FCC Learning Commons at the ACCT Leadership Congress in October 2016.

*On a motion made by Trustee Diaz and seconded by Trustee Bufter, the Board unanimously approved the letter of support, as presented.*

**INFORMATION/DISCUSSION ITEMS**

**Quarterly Financial Report – Period Ending March 31, 2016** – Bill Grutzkuhn, Associate Vice President for Fiscal Services, presented this item. He provided an overview of the report, which the Board members received in their meeting packets.

There was discussion about the revenue from the turf field reservations. Estimates had also included revenue from concessions and advertising when the turf field was put in, but the College has not implemented anything for these items yet. This is something to look into in the future for increased revenue. The Athletics Director, Rodney Bennett, has indicated the FCC turf field is cheaper to rent than others nearby and that FCC could also look at increasing rates to get the College more in line with that other fields bring in.

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

**Update on Snow Removal Funding** – COO Wichser presented this item. On November 18, 2015, the Board of Trustees approved a recommendation to use of the Frederick County Public Schools Bid 15M1, Snow Removal Services, for the services of
Barrick & Sons, LLC in the not-to exceed amount of $50,000.00. The College had paid Barrick & Sons a total of $38,555 as of early February 2016, which left a balance of $11,445. The Board approved an additional $10,000.00 for snow removal services on February 17, 2016 to get the College through the remainder of the snow season and any other unforeseen winter weather (such as sleet, freezing rain, and ice). With the additional $10,000, the available snow removal funds increased to $21,445. There have been no inclement weather events since the February Board meeting and the snow removal services from Barrick and Sons, LLC have not been used further.

These unneeded funds will be moved to cover a shortage in the postage account, pending transfers from various departments to cover their mailing costs. Operations has forwarded a budget transfer request to the VP for Finance and Human Resources.

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

TRUSTEE COMMENTS

Trustee Bufter recognized Jacob Ashby, Senior Researcher for the Office of Planning, Assessment, and Institutional Research on recently earning his doctoral degree in Organizational Leadership.

ADJOURNMENT

Trustee Diaz moved to adjourn the meeting. The motion was seconded by Trustee Whitworth and unanimously approved by the Board. The meeting adjourned at 8:13 p.m.

NEXT MEETING

The next regular meeting of the Board will be held on Wednesday, May 18, 2016 at 7:00 p.m. in the Chris T. Matthews Board Room (A201).
CLOSED SESSION

Prior to the April 20, 2016 regular meeting, the motion was made by Trustee Bufter to convene in closed session at 6:02 p.m. in the Chris T. Matthews Board Room (A201). The motion was seconded by Trustee Wilson and unanimously approved by the Board.

This action was taken in accordance with the Maryland Open Meetings Act, Section 3-305(b)(1) to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals; Section 3-305(b)(7) to consult with counsel to obtain legal advice on a legal matter; 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. In attendance: Trustees Myrna R. Whitworth, Chair; David F. Bufter, Vice Chair; Debra S. Borden; Nick Diaz; Gary V. Fearnnow; Timothy J. Wesolek; and Roger A. Wilson. Also in attendance: President Elizabeth Burmaster, Secretary/Treasurer of the Board and Recording Secretary; VP Dana McDonald; and Edmund O’Meally from P.K. Law.

The Board considered two appeals for procedural review.

The Board voted to reject both appeals.

The Board obtained legal advice from legal counsel regarding a real estate matter.

No action was taken.

The Board reviewed closed session minutes from March 16, 2016 pursuant to Section 3-306(c)(3)(ii) of the General Provisions Article of the Maryland Annotated Code. The Chair called for approval of the closed session minutes.
The Board voted to approve the March 16, 2016 closed session minutes, as presented.

The closed session adjourned at 7:00 p.m.

Elizabeth Burmaster
Secretary/Treasurer

Prepared by Kari Melvin
Office of the President
Frederick Community College