The Board of Trustees of Frederick Community College met in regular session on Wednesday, January 20, 2016 in the Chris T. Matthews Board Room (A201). In attendance: Trustees Myrna R. Whitworth, Chair; David F. Bufter, Vice Chair; Debra S. Borden; Nick Diaz; Gary V. Fearnow; Timothy J. Wesolek; and Roger A. Wilson. Also in attendance: President Elizabeth Burmaster, Secretary/Treasurer of the Board; Education Liaison Janice Spiegel; Kari Melvin, Recording Secretary; Dr. Kathy Brooks, Chair, Faculty Association; Mary Rolle, Chair, College Senate; Jacob Ashby, representing the Administrative Staff Association; Kelly Billigmeier, President and Guissella Gonzaga, Vice President (VP) from the Student Government Association; Dana McDonald, VP for Finance and Human Resources; Dr. Wayne Barbour, VP for Learning Support; David Croghan, VP for Continuing Education and Workforce Development; Dr. Tony Hawkins, Provost/VP for Academic Affairs; 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 7:03 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 November 18, 2015 board conversation and regular meeting of the board.
On a motion made by Trustee Bufter and seconded by Trustee Wesolek, the Board unanimously approved the minutes, as presented.

PRESIDENT’S MONTHLY REPORT

President Burmaster announced that the Celebration of Excellence and Spring Convocation will be held on January 21, with a luncheon to honor new Emeritus and Distinguished Status recipients occurring just prior. She also noted the upcoming MACC Trustee Leadership Conference and Reception to occur on February 1 and the lockdown drill scheduled for the main campus on January 22.

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 were the following: CIP Construction Project Updates and Monthly Change Order Log and College Highlights Report.

ACTION ITEMS

Approval of Approval of Piggyback Contract with Dell for the Disaster Recovery Hot Site Project; Piggyback of the Maryland Education Enterprise Consortium (MEEC) Contract #UB-12-B-19-D6, Dell Microcomputers, Software and Storage in the amount of $186,351.04 – Chief Technology Officer (CTO) Wayne Keller presented this item. This request is for the purchase of the necessary servers and storage equipment to replicate the College Primary and PeopleSoft networks for the disaster recovery hot site in the amount of $186,351.04. The hot site will reside in the Frederick County Government server room located at Winchester Hall on East Church Street in Frederick. The Hot Site will provide the College with redundant systems in order to minimize the disruption of network services during a disaster. This equipment will allow IT to mirror the current production
environment allowing immediate turnover should the production environment on campus become unavailable. The MEEC contract provides a minimum discount for educational institutions of 40% for all data storage devices. The purchase price without the MEEC discount is $322,646 for the same equipment.

CTO Keller recommended approval of piggybacking the MEEC contract for these services.

On a motion made by Trustee Wilson and seconded by Trustee Borden, the Board unanimously approved the piggyback contract with Dell Microcomputers, as presented.

Approval of FY 2017 Sabbatical Request – VP Hawkins presented this item. For FY 2017, a total of three applications for sabbatical leave were received for consideration (one was withdrawn for personal reasons). A faculty committee was convened to hear the merits of each proposal. As a result of that meeting, one application for sabbatical leave met the criteria established.

The recommended applicant is Paula Chipman. The request is for a half-year (one semester) sabbatical at full pay. The total cost to cover the sabbatical is $12,724.

VP Hawkins recommended Board approval of the FY 2017 Sabbatical Request.

On a motion made by Trustee Bufter and seconded by Trustee Borden, the Board unanimously approved the FY 2017 Sabbatical Request, as presented.

Approval of Curriculum Actions – VP Hawkins presented this item. The curriculum committee has reviewed and approved the following proposals which directly support the mission of Frederick Community College and prepares students for workforce and career development: Lower Division Certificate – Network Engineer Certificate; A.A.S. Degree –

VP Hawkins recommended approval of the proposed curriculum actions.

On a motion made by Trustee Borden and seconded by Trustee Fearnow, the Board unanimously approved the creation of the A.A.S. in Game and Simulation Development and the Certificates in Network Engineer, Computer Animation, and Game Programming, as presented.

Approval of Approval of Proposed Change Order #10 for Building B Reconfiguration and Conversion Project in the amount of $32,548.40 – COO Wichser presented this item. This request is for approval of proposed change order #10 in the amount of $32,548.40 for the Braddock Hall – Building B – Reconfiguration and Conversion Project. Unforeseen conditions resulted in the replacement of sprinkler branch lines in the attic.

COO Wichser recommended approval of the proposed change order, as presented.

On a motion made by Trustee Bufter and seconded by Trustee Wilson, the Board unanimously approved the proposed change order, as presented.

Approval of Approval of Proposed Change Order #13 for Building B Reconfiguration and Conversion Project in the amount of $39,123.41 – COO Wichser presented this item. This request is for approval of proposed change order #13 in the amount of $39,123.41 for the Braddock Hall – Building B – Reconfiguration and Conversion Project. Unforeseen conditions resulted in the installation of baseboard heat as revised per response to RFI 38. Piers had to be opened to remove the mortar from the original construction.
COO Wichser recommended approval of the proposed change order, as presented.

On a motion made by Trustee Borden and seconded by Trustee Fearnow, the Board unanimously approved the proposed change order, as presented.

Approval of Proposed Change Order #19 for Building B

Reconfiguration and Conversion Project in the amount of $26,725.98 – COO Wichser presented this item. This request is for approval of proposed change order #19 in the amount of $29,725.98 for the Braddock Hall – Building B – Reconfiguration and Conversion Project. Unforeseen conditions resulted in the repairs to the existing insulation that was damaged prior to construction.

COO Wichser recommended approval of the proposed change order, as presented.

On a motion made by Trustee Borden and seconded by Trustee Bufter, the Board unanimously approved the proposed change order, as presented.

Approval of Auxiliary Benefits Policy and Procedures – VP McDonald presented this item. This Policy and Procedures will replace current Policy 3.30, Auxiliary Employee Benefits that was partially repealed on September 16, 2015. Auxiliary employees are full-time teachers in the Children’s Center and designated staff in Dining Services, the Bookstore, the Copy Center, and the Children’s Center. Certain benefits, in accordance with the Policy and Procedures, are provided to full-time auxiliary employees.

The Auxiliary Benefits Policy and Procedures includes a new benefit for recognition of years of service for full-time auxiliary employees effective July 1, 2016. This benefit is commensurate with the benefit currently provided to regular employees of the College. Leave benefits for auxiliary employees are contained in the Leave Benefits Policy and
Procedures for the College, but they have been reiterated and referred to in this Policy and Procedures.

Trustee Wesolek stated his opposition to the opt-out incentive payment that auxiliary employees are eligible for when they waive College medical coverage. There was discussion to consider this provision in association with the review of bids coming in on the request for proposals for a new health insurance plan.

Trustee Wesolek moved to table this item until the June 15, 2016 Board of Trustees regular meeting. The motion was seconded by Trustee Diaz and unanimously approved by the Board.

Repeal of Policy 3.30, Auxiliary Employee Benefits – This item was not considered due to the approval of the proposed Auxiliary Benefits Policy and Procedures being tabled.

Approval of Advertising by External Parties Policy and Procedures – Michael Baisey, Director of Marketing, and SA Boyd presented this item. This is a new policy developed to establish a process for advertising requests received by external parties. This Policy and Procedures provides a philosophy and a scope for paid advertising on College premises and on the Athletics website. The significant elements of the policy are: (1) Definitions – key terms have been defined that are specific to this Policy and Procedures; (2) Scope – advertising by external parties is allowed only in designated areas in the Athletics Center, on the athletic field fences and scoreboards, on the Athletics Department website, in approved publications, and for approved events; (3) Responsibility – this policy and procedures assigns the business process for advertising by external parties to the Director of Marketing and final approval for all requests by the Senior Leadership Team; and (4) Procedures and Fees – procedures for advertising requests are outlined and include
the development of targeted media kits, as well as general formatting guidelines; advertising rates and terms will be established based on fair market value as determined by market research; and, the rates and terms will be reviewed annually and published by the College.

SA Boyd recommended approval of the Advertising by External Parties Policy and Procedures, as presented.

On a motion made by Trustee Diaz and seconded by Trustee Borden, the Board unanimously approved the Advertising by External Parties Policy and Procedures, as presented.

INFORMATION/DISCUSSION ITEMS

Notification of Emergency Network Server Replacement – CTO Keller and VP McDonald presented this item. The College experienced a catastrophic equipment failure on November 19, 2015 due to water damage. Water leaked from a 3/8-inch PVC water line for the Leibert air conditioning unit which was installed for the purpose of controlling the humidity levels in the Server Room and located directly above the Server Room. The failed water line had become brittle with age and exposure to heat from the internal humidifier. Water leaked down through the Leibert unit, through the ceiling of the server room and then dripped onto the top of a server rack, housing several of the campus server units. When the leak was discovered, water had damaged servers, storage, and switches.

The loss was reported to the College insurance broker, BB&T, who notified the College insurance carrier, FM Global, on Friday, November 20, 2015. An adjuster and other representatives from the insurance company assessed and observed the damage. The
College was advised to proceed with the necessary repairs to minimize system network downtime and the loss sustained.

The College received a replacement quote of $78,983.50 from Dell for replacement of the server and storage equipment, utilizing the discount with the Maryland Education Enterprise Consortium (MEEC) Contract #UB-12-B-19-D6. The College has a $10,000 insurance deductible and will receive reimbursement from the College insurance carrier for $68,983.50. Funds for this emergency purchase were available in the CIP Budget, 85-800125-800030.

This notification was provided to the Board of Trustees pursuant to the Code of Maryland Regulations (COMAR), Title 21, State Procurement Regulations, which provides that emergency procurements may be made in excess of $25,000 without competitive bidding because of an emergency with the approval of the agency head and that an agenda item to include information of the emergency procurement be provided to the Board within 45 days for review and recommendation.

The Trustees commended staff for getting the systems back up and running so quickly. CTO Keller noted that the warm site was utilized to restore data. There was discussion regarding moving sprinkler systems and possibly replacing wet sprinkler systems with dry fire suppression. CTO Keller stated that all hub rooms are equipped with dry fire suppression and that a clean agent air system is in place where this incident occurred. There was further discussion that as-built drawings will be updated and improved as the College continues renovation and projects.

This item was presented for information only – no action was taken or requested.
Drugs Free Schools and Community Act 2015 Biennial Review – Maryrose Wilson, Associate Vice President (AVP) for Human Resources, presented this item. Frederick Community College is required by the Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act of 1986, as amended in 1989, and the FCC Alcohol, Tobacco, and Other Drug Use and Awareness Policy and Procedures to provide a biennial review of prevention programs. The objectives of the report are to determine effectiveness of and implement any changes to College prevention programs.

A review was completed in December, 2015 to provide an immediate assessment of programs and policies and to provide a baseline for the biennial reviews that will commence in 2016. A complete copy of the report is available from the President’s Office.

There was discussion that the College will need to give thought to potential changes in state law regarding legalization of medical cannabis in relation to College drug-free policies.

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

Contract Training Update – VP Croghan introduced Patricia Meyer, Executive Director of Workforce Training, and Stephanie Hurd, Business Development Manager to present this item. An analysis of FY 2013 to FY 2015 Contract Training Program Performance was overviewed. In FY 2013, significant contract training revenue was generated from non-management soft skills and trades training to government/non-profit partners and Fort Detrick entities. In FY 2014, contract training enrollment and revenue decreased, primarily due to the reduction in training provided to the United States Army Medical Research Institute of Infectious Diseases and Frederick County Workforce Services. In FY 2015, contract training revenue increased, despite enrollment numbers
dropping slightly. Historically, the majority of FCC contract training revenue has been generated through partnership activities with state and local government service providers, and training contracts with private businesses or consortiums receiving public funds to support training. This has left contract training revenue streams vulnerable to the changing status and availability of public training funds. The focus for FY 2016 is to develop strong business relationships with self-funded business training clients who will provide a more stable revenue stream for the College, and ultimately a healthier program. Additionally, privately funded programs may be priced based on fair market values, with greater profit margins than are typically not permitted by public funding streams. This shift may lead to reduced gross revenue numbers in future fiscal years when publicly funded activities decline, but will ultimately result in greater net revenues to FCC.

There was discussion regarding the steps being taken to diversify the revenue stream. Ms. Hurd reported that beginning January 1, she has been actively cold calling and going out in the community to meet with prospective clients. Additionally, FCC is able to tailor training to the needs of companies and organizations or work with private training vendors to meet their needs.

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

Quarterly Financial Report for Period Ending December 31, 2015 – VP McDonald presented this item. She went through the report in detail with the Board. A copy of the report is available from the President’s Office.

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

Single Audit Report for Period Ending June 30, 2015 – VP McDonald presented this item. The Single Audit is conducted to assure that the College has complied with the types
of compliance requirements that are applicable to each of its major federal programs for the year ended June 30, 2015. She stated the auditor’s opinion is that Frederick Community College complied, in all material respects, with the requirements that are applicable to each of its major federal programs for the year ended June 30, 2015.

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

FY 2017 Proposed Operating Budget & Tuition Rates – VP McDonald distributed a handout for this item at the meeting. The Board of Trustees provided direction for the development of the preliminary FY 2017 operating budget at its January 11, 2016 Budget Workshop. Prior to any increases in revenue from the State or the County, the projected revenue for FY 2017 has declined by $108,000, or .22% and includes $18,527,298 from tuition and fees and $4,227,015 from other income. An increase of $285,365 in tuition and fees is proposed and is comprised of a $3 per credit increase in in-county tuition, a 2.6% increase in out-of-county and out-of-state per credit tuition rates, and a 2.6% increase in revenue from fees. A consolidated fee is being proposed and will be detailed at the February Board meeting. Enrollment is projected to remain level with FY 2016 enrollment. Other income has decreased by a total of $393,392 due to the decrease in prior year surplus from FY 2015 and a reduction in the reliance on Federal contract revenue by $50,000. Any increases in expenditures are contingent upon revenue projections. Expenditures are currently projected to increase by $867,677 or 1.9% over the FY 2016 budget and include a 1% cost of living adjustment for all employees, a 3% increase in the costs of employee benefits, and expenses for a new postage meter and costs associated with the production and mailing of course schedules. Because safety and security are a priority, this budget also includes the addition of five full-time positions in the area of public safety and security,
along with additional uniforms, supplies, and radios. The addition of these positions is partially offset by a reduction in part-time security positions. The process for base budget reallocations that required re-prioritization of existing expenses is not yet complete and is not yet included in this budget projection. However, it is expected that these base budget reallocations will result in no increased cost to the College.

There was discussion regarding the adjunct to full-time faculty ratio, and the role that full-time faculty play in creating a College ecosystem and intellectually vigorous environment for students.

This item was presented for information only – no action was taken or requested. The proposed operating budget for FY 21017 will be presented for action at the February 17, 2016 Board of Trustees meeting.

TRUSTEE COMMENTS

There were no Trustee comments.

ADJOURNMENT

Trustee Diaz moved to adjourn the meeting. The motion was seconded by Trustee Wilson and unanimously approved by the Board. The meeting adjourned at 8:31 p.m.

NEXT MEETING

The next regular meeting of the Board will be held on Wednesday, February 17, 2016 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