The Board of Trustees of Frederick Community College met in regular session on Wednesday, January 21, 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; Susan Johnson, Chair, Faculty Association; Jane Beatty and Fred Hockenberry, representing the Administrative Staff Association; Dana McDonald, Vice President (VP) for Administration; Wayne Barbour, VP for Learning Support; David Croghan, Interim VP for Learning; Jerry Boyd, Special Assistant, 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 7:07 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 19, 2014 regular meeting of the Board and the November 24, 2014 special meeting of the Board.

The motion was made and seconded to approve the November 19, 2014 and November 24, 2014 minutes, as presented. The Board, by individual vote, unanimously approved the motion.
REPORTS OF SPECIAL COMMITTEES/PUBLIC PRESENTATIONS

There were no items under this heading for this meeting.

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, Monroe Center Report, College Highlights, and Institutional Effectiveness Report.

ACTION ITEMS

Resolution Regarding Review and Revision of Policies & Procedures – The Chair read the following Resolution into the record:

The Board of Trustees is committed to using an open decision-making process for the development and revision of all College policies and procedures; and

The existing policies and procedures are in immediate need of review due, in part, to the Middle States Accreditation Process.

THEREFORE, BE IT:

RESOLVED, by the Board of Trustees of Frederick Community College that President Burmaster and her administration are hereby directed to review all Board of Trustees and operational policies and procedures for Frederick Community College; and

BE IT FURTHER RESOLVED, that the following process shall be used by President Burmaster to expedite the development and adoption of new and/or revised policies and procedures, with the goal to have them in place by October 1, 2015:

1. Identification and prioritization of all existing policies or procedures in need of revision or updating.
2. Identification of areas in need of new policy or procedure development.

3. Assignment by the President’s Collaborative Council (PCC) of accountability and “rough draft” policy or procedure development.

4. Distribution of the “rough draft” of any revised or new policy or procedure to the Senate, Administrative Staff Association (ASA), Faculty Association (FA), Supportive Personnel Association (SPA), and the Supervisors Communication Forum (SCF) for review and input.

5. Development by the PCC of the “final draft” of any revised or new policy or procedure using input from the Senate, ASA, FA, SPA, and SCF.

6. Distribution of the “final draft” of any revised or new policy or procedure to the Senate, ASA, FA, SPA, and SCF for review and input.

7. Referral by President Burmaster of the “final draft” of any revised or new policy or procedure to the Board of Trustees for approval. The Board of Trustees may delegate approval to President Burmaster for some policies and procedures.

8. Referral by President Burmaster of any unneeded, existing policy or procedure to the Board of Trustees for repeal.

The motion was made and seconded to approve the Resolution, as stated. The Board, by individual vote, unanimously approved the motion.

Nominations for Emeritus Status for 2014 – President Burmaster presented this item. The item was brought to the Board for information at the November 19, 2014 Board meeting. She stated eight individuals are being recommended for Emeritus Status for 2014. The Faculty Association nominated Susan Boyne, Ann Commoto, Richard Gottfried, Janice
Holly, Pamela Lilly, and Janis Vasquenza. The Administrative Staff Association nominated David Hamby and Chris Helfrich.

President Burmaster recommended Board approval of the 2014 Emeritus Status nominations, as presented.

The motion was made and seconded to approve the 2014 Emeritus Status nominations, as presented. The Board, by individual vote, unanimously approved the motion.

Facilities Master Plan Amendment – Diane Branson, Executive Director, Facilities Management and Planning, presented this item. Projections of growth and budgets have changed since the Facilities Master Plan for 2012-2017 was formulated and submitted to the Board of Trustees and MHEC in January of 2013. The amendment to the Facilities Master Plan 2012 – 2017 (2032) represents a shift in focus from breaking new ground, to revitalizing and repurposing existing College resources, until we have maximized space utilization, and reached our full potential. These requests address programming changes based on workforce needs, while providing for needed renovations to the campus buildings and site. Trend data and employer feedback, coupled with enrollment figures, have given us the opportunity to look ahead and develop a more cohesive space management plan to better serve our programming needs.

Ms. Branson recommended Board approval of the Amendment to the Frederick Community College Facilities Master Plan for 2012 – 2017, with projections to 2032.

The motion was made and seconded to approve the Facilities Master Plan Amendment, as presented. The Board, by individual vote, unanimously approved the motion.

FY 2016 Proposed Operating Budget & Tuition Rates – President Burmaster presented this item. The College is facing uncertain times with projected deficits for the
State at $1.2 billion and the County at $3.4 million. Revenues are projected to total $49,121,414.00 from all sources, including the following: $17,955,267.00 from Tuition and Fees; $11,101,830.00 from State Funding; $14,812,545.00 from County Funding; and, $4,767,477 from Other Income. The FY 2016 proposed operating budget of $49,121,414.00 includes County funding for a 1% cost of living adjustment for all employees. Through reallocation, we were able to keep the budget at just a 2%, or $981,753.00, increase from the FY 2015 budget. The College has raised tuition and fees every year for the past five years, which means that we have been balancing the budget over the previous years through tuition and fee increases. We are trying to hold the line on tuition and fees for our students, so we are asking the County for $430,000.00 in funding to avert tuition and fee increases.

President Burmaster recommended Board approval of the proposed FY 2016 Operating Budget.

The motion was made and seconded to approve the FY 2016 Proposed Operating Budget, as presented. The Board, by individual vote, unanimously approved the motion.

FY 2016 Sabbatical Requests – VP Croghan presented this item. For FY 2016, a total of seven applications for sabbatical leave were submitted for consideration. A management group was convened to hear the merits of each proposal. As a result of that meeting, six faculty members’ applications for sabbatical leave have met the criteria established by the management group. All six of the requests are for half-year (one semester) sabbaticals at full pay. The total cost to cover these sabbaticals is $75,570.00. The six applicants are: Marshall Botkin, Ph.D., Marc Frankenberry, Ph.D., Susan Johnson, Gengshi Lu, Ph.D., Corwin Parker, and Michael Powell, J.D., Ph.D.
VP Croghan recommended Board approval of the FY 2016 Sabbatical Requests. 

*The motion was made and seconded to approve the FY 2016 Sabbatical Requests, as presented. The Board, by individual vote, unanimously approved the motion.*

**Curriculum Actions** – VP Croghan presented this item. The curriculum committee reviewed and approved proposals to create the new Cybersecurity A.A.S. to reside in the Computing and Business Technologies Department; the Audio Production Certificate to reside under the existing Music A.A. Option in the Communications, Humanities and Arts Department; and, the Certificate in Computed Tomography, which will allow current students in the Nuclear Medicine program as well as Nuclear Medicine Technologists to obtain the education necessary to sit for the CT Certification.

VP Croghan recommended Board approval to create the A.A.S in Cybersecurity. Board notification suffices for the creation of the Certificates in Audio Production and Nuclear Technology: Computed Tomography Certification, respectively.

*The motion was made and seconded to approve the creation of the A.A.S. in Cybersecurity, as presented. The Board, by individual vote, unanimously approved the motion.*

**Procedure 1.12: Institutional Effectiveness and Assessment** – Gerald Boyd, AVP for Learning and Institutional Effectiveness/Dean of Arts and Sciences, presented this item. The current procedure was revised to accurately represent best practice, as well as Middle States Accreditation guidelines and MHEC expectations. This item was presented to the Board for information at the November 19, 2014.

Mr. Boyd recommended Board approval of Procedure 1.12 as revised.
The motion was made and seconded to approve the revised Procedure 1.12: Institutional Effectiveness and Assessment, as presented. The Board, by individual vote, unanimously approved the motion.

Confirmation of Board Poll – Piggyback Contract with Fisher Scientific for Science Labs Equipment (C Bldg. Renovations Project); Piggyback of University of Maryland’s Contract #83677FS, Scientific Supplies and Equipment Contract – VP McDonald presented this item. The request was to utilize Fisher Scientific to provide equipment for our Science labs, for the C Building Renovations project, at a total cost of $79,766.29 for equipment and delivery services.

A Board poll was conducted on December 9, 2014 with the recommendation that the Board approve piggybacking the University of Maryland’s contract for this project. All seven Board members responded with their approval. VP McDonald requested confirmation of the Board’s approval.

The motion was made and seconded to confirm Board approval. The Board, by individual vote, unanimously approved the motion.

Confirmation of Board Poll – Piggyback Contract with Capital Tristate for Energy Upgrade Project – Phase I; Piggyback of Chesterfield County, VA’s Contract #14-1030, Electrical MRO Supplies and Misc. Materials – VP McDonald presented this item. The request was to utilize Capital Tristate to provide Campus Re-lamping for the Energy Upgrade Project – Phase I at a total cost of $111,268.66 ($95,435.33 for fixtures and $15,833.33 for labor). An anticipated utility rebate is estimated to reduce the total cost of the project by approximately $24,000.00.
A Board poll was conducted on December 9, 2014 with the recommendation that the Board approve piggybacking Chesterfield County, Virginia’s contract for this project. All seven Board members responded with their approval. VP McDonald requested confirmation of the Board’s approval.

_The motion was made and seconded to confirm Board approval. The Board, by individual vote, unanimously approved the motion._

**Confirmation of Board Poll – Sole Source Procurement: Literacy Assistance Center for Professional Development Services for FCC’s Adult Education Program** – VP McDonald presented this item. The College Adult Education Program was selected by the Adult Education and Literacy Services Division of Workforce Development and Adult Learning (AELS DWDAL) of the Maryland Department of Labor, Licensing and Regulation (DLLR), to provide the statewide English as a Second Language Professional Development program for fiscal year 2015. FCC Adult Education, in conjunction with the Adult Education programs at Harford Community College and the Community College of Baltimore County, will be offering statewide professional development regionally, utilizing the services of the Literacy Assistance Center. The Literacy Assistance Center of New York is the requested vendor, by AELS DWDAL, for providing this training. The request was to utilize the Literacy Assistance Center services for this program in the amount of $18,000.00 plus expenses not to exceed $7,000.00 for a total cost not to exceed $25,000.00.

A Board poll was conducted on December 17, 2014 with the recommendation that the Board approve the sole source procurement for this program. All seven Board members responded with their approval. VP McDonald requested confirmation of the Board’s approval.
The motion was made and seconded to confirm Board approval. The Board, by individual vote, unanimously approved the motion.

Confirmation of Board Poll – Piggyback Contract with Proffitt & Assoc. for A/E Design Services for Interior Renovations for The Learning Commons in Linganore Hall project; Piggyback of Frederick County Public Schools’ IDQ Contract #09-A-2, A/E Consulting Services – VP McDonald Presented this item. The request was to utilize the services of Proffitt and Associates to provide design services for interior renovations to Linganore Hall (L Building) for the Learning Commons project for the total cost of $64,667.00.

A Board poll was conducted on January 12, 2015 with the recommendation that the Board approve piggybacking Frederick County Public Schools’ contract for this project. All seven Board members responded with their approval. VP McDonald requested confirmation of the Board’s approval.

The motion was made and seconded to confirm Board approval. The Board, by individual vote, unanimously approved the motion.

Sole Source Procurement – CollegeBoard for ACCUPLACER Test Units for FCC’s Testing Center – VP McDonald presented this item. All of the community colleges in Maryland use CollegeBoard to administer ACCUPLACER placements tests for incoming students. FCC also uses ACCUPLACER testing to facilitate Dual Enrollment initiatives at the Frederick County Public Schools high schools. ACCUPLACER is a proprietary product of the CollegeBoard and can only be purchased from them.

VP McDonald recommended Board approval of the sole source procurement to CollegeBoard for this project in the amount of $19,996.65.
The motion was made and seconded to approve the sole source procurement to CollegeBoard, as presented. The Board, by individual vote, unanimously approved the motion.

INFORMATION/DISCUSSION ITEMS

Discussion of ACCT Annual Leadership Congress Sessions – President Burmaster and the Trustees reviewed their notes and observations from the ACCT Annual Leadership Congress, which they attended October 22-25, 2014 in Chicago.

Quarterly Financial Report - Period Ending 12/31/14 – 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.

Single Audit Report – Period Ending 6/30/14 – Angela Ludeman, Interim Associate VP for Fiscal Services, 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, 2014. 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, 2014.

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

TRUSTEE COMMENTS

Trustee Diaz congratulated Fred Hockenberry, Executive Director for Auxiliary Services, on an outstanding dinner by Dining Services. He then announced that the Monroe Center will be the location for the next meeting of the CTC Advisory Council in February and that he is a member and will be attending. He then informed the board that, at the request of President Burmaster, he provided names of individuals who could possibly
provide tutoring services for FCC students in the Housing Authority who are taking developmental math courses. He continued that the names were processed through the Math Department and that one of them, Mr. Mykel Hitselberger, will be providing tutoring services pro bono until funding can be identified.

Trustee White reported that the Interagency Internal Audit Authority met today. The next meeting is February 18, 2015.

ADJOURNMENT

The motion was made and seconded to adjourn immediately at 8:51 p.m. The Board, by individual vote, unanimously approved the motion.

NEXT MEETING

The next regular meeting of the Board will be held on Wednesday, February 18, 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