The Board of Trustees of Frederick Community College met in regular session on Wednesday, March 16, 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. 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; Gregory Coldren, Vice Chair, Faculty Association; Mary Rolle, Chair, College Senate; Mary Beth Liller, Chair, Support Personnel Association; Jacob Ashby, 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; 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. She then commended everyone for their role in the successful Middle States Accreditation Site Visit, which concluded earlier today.
APPROVAL OF MINUTES

The Chair called for approval of the minutes of the February 17, 2016 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 minutes, as presented.

PRESIDENT’S MONTHLY REPORT

President Burmaster announced that Frederick County Executive Jan Gardner is holding a public budget hearing at the same time as the meeting this evening. AVP for Fiscal Services, Bill Grutzkuhn, is attending on behalf of the College to ask that County Executive Gardner give her support for our funding request of $364,000 for additional full time security personnel, security equipment, and training and $336,000 to provide a minimal 1% cost of living adjustment increase for our employees. She then reported that Governor Hogan announced his third supplemental budget for FY17 last week and the full amount requested for the Frederick Center for Research and Education in Science and Technology (CREST) funding is included in this budget. President Burmaster also reported that Coach Rodney Bennett recently reached his 500th career win at FCC. FCC Athletics honored Rodney for this accomplishment after the win by presenting him with a bat signed by all of his current players. Rodney’s family was present for the surprise celebration. She thanked Rodney for all he has done for our baseball team, our Athletics Department, and our entire College community both as Head Coach and Athletics Director.
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 Award Recommendation – RFP #16-HR-02 Group Medical, Prescription Drug, Vision, Dental, Life & LTD Insurance** – VP McDonald presented this item. A health insurance task force was established in August 2015 to provide a forum to discuss, analyze, and recommend actions related to health insurance plans for the College. This task force is a cross-functional team of the following members: Marty Crabbs, Dana McDonald, Christine Komonchak, Mary Mogan-Vallon, Mary Rolle, Danielle Stoffer, Adrienne Summers, Jennifer Ward, Deirdre Weilminster, Maryrose Wilson, Trustee Myrna Whitworth, and Trustee Roger Wilson. The task force developed and conducted a survey of all employees eligible for health insurance benefits in October 2015, which found that indicated that 79% of employees rated the current health care plan as average or better, and also 83% of employees rated the current medical plan provider network as average or better. Given that the current health plan was in its last renewal year and premium costs were expected to continue to increase, the task force decided that it was in the best interest of the College to move forward with a Request for Proposals (RFP). RFP #16-HR-02 was developed and posted on December 8, 2015 with the assistance of Karen Diduch from the Frederick County Government purchasing department and the consulting services of Carolyn Bourg from Bolton Partners.

A sub-committee of the task force was assigned the responsibility of evaluating all responses to the RFP, which were received on January 15, 2016. The sub-committee
generated a short-list of proposals to move forward in the process based on the following criteria: networks, administration, performance standards, plan design, data reporting, and references. Cost proposals were only opened for the short-listed technical proposals. Interviews were conducted with the short-listed firms and Best and Final Offers (BAFOs) were requested.

Based on a review of costs and benefits provided, it was determined that continuing coverage with CIGNA for healthcare and prescription drug benefits would be in the best interest of the College. The benefits proposed by CIGNA remain unchanged from the current plan and offer an overall cost savings. This will result in the least disruption to College employees. There will continue to be four (4) tiers of coverage: employee only, employee and children, employee and spouse, and family. Interviews with CIGNA focused on wellness benefits and resolution to pre-certification problems experienced by some FCC participants in the current plan. CIGNA will offer a $50,000 wellness allowance for the College in FY 2017 and will provide an additional dedicated resource to respond to elevated issues regarding pre-certification. The Human Resources team will be working closely with CIGNA and employees/participants to monitor and resolve issues. Additionally, the Health Insurance Task Force will be charged with developing recommendations for wellness initiatives in FY 2017 that will utilize the $50,000 allowance. An increased focus on wellness initiatives will be beneficial for employees and their families, and it is anticipated that the initiatives will have a positive impact on claims in the future. CIGNA will also administer the Health Savings Account (HSA) for no additional fees for two (2) years.
With comparable coverage within the network and a reduction in costs, it was determined that it would be the best solution at this time to combine dental and vision with CIGNA. By combining dental and vision with CIGNA, the College is able to realize an additional 1% reduction in health insurance premium costs. Overall, a savings of 5.3% has been offered by CIGNA.

The proposal from MetLife for the Life/ADD and LTD benefits for the College reflects a 4.3% decrease from $169,746 to $162,501. They also offered a two (2) year rate guarantee. MetLife is the current provider for Life/ADD and LTD. It was determined that continuing with the current provider was in the best interest of the College in order to avoid concerns related to transition of coverage and also with the benefit of additional cost savings.

The sub-committee reviewed the results and recommendations with the Health Insurance Task Force on March 8, 2016. The recommendation presented to the Board this evening was agreed upon by the Health Insurance Task Force. The overall savings to the College in FY 2017, if the recommendations are approved, will be $232,759.

The task force also reviewed and analyzed data related to the College Opt-out incentive provided to employees who elect to not enroll in the College health insurance plans if they have coverage elsewhere. Currently, 119 regular full-time employees and 17 regular part-time employees opt-out of the health insurance coverage and receive a monthly stipend of $300 (or $150 for part-time) for a total of $38,250 per month for the College. If all of these employees elected employee only coverage in the high deductible plan, the cost to the College would be $97,429 per month. If all of these employees elected family coverage in the high deductible plan, the cost to the College would be $186,263 per
month. A recommendation from the Health Insurance Task Force is to continue to provide the opt-out incentive.

Under the current health and prescription drug plan for the College, employee contributions are as follows: 0% for employee and 50% for dependents. Under the current dental and vision plan, employee contributions are as follows: 75% for employee and 0% for dependents. A recommendation for the amount for employee contributions for FY 2017 will be presented for approval at the April 20, 2016 Board meeting.

On a motion made by Trustee Diaz and seconded by Trustee Whitworth, the Board unanimously approved to award health, prescription drug, dental, and vision insurance to CIGNA for FY 2017 for a term of one (1) year, with the right to renew the contract for up to four (4) additional one-year renewal options under the same terms and conditions at the sole discretion of FCC; award Life/ADD and LTD insurance to MetLife 2017, with the guarantee of the same rates for FY 2018; and to continue to provide the opt-out incentive benefit to employees who elect not to enroll in the College health insurance plan in FY 2017 because they have other coverage.

Approval of Use of Facilities Policy and Procedures – COO Wichser presented this item. This Policy and Procedures will replace current Policy 6.20 – Use of College Facilities and Procedure 6.20 – Use of College Facilities. The primary use of College facilities is in support of College instruction. The new procedures align processes with the new scheduling system “25Live” and are designed to ensure proper scheduling of credit and non-credit course offerings and to reduce conflicts with scheduling of internal College and community group events. Scheduling of College facilities will be requested through and coordinated by the Facilities Space Planning Manager. Members of the College faculty,
staff, and student body may request non-instructional use of College facilities for College activities/business when they are not in use for College instruction.

COO Wichser recommended approval of the Use of Facilities Policy and Procedures, as presented.

On a motion made by Trustee Diaz and seconded by Trustee Fearnow, the Board unanimously approved the Use of Facilities Policy and Procedures, as presented.

Repeal of Policies and Procedures Related to Use of College Facilities – COO Wichser presented this item. The following policy and procedure have been replaced with the adoption of the new Use of Facilities Policy and Procedures: Policy 6.20 – Use of College Facilities and Procedure 6.20 – Use of College Facilities.

COO Wichser recommended repeal of Policy 6.20 and Procedure 6.20.

On a motion made by Trustee Wilson and seconded by Trustee Diaz, the Board unanimously approved the repeal of Policy 6.20 and Procedure 6.20.

Approval of Revisions to the Alcohol, Tobacco, and Other Drug Use and Awareness (ATODA) Policy and Procedures – COO Wichser presented this item. The revised ATODA Policy and Procedures adds definitions for “Opioids” and “Naloxone” and a new section “VI. Overdose Response.” The College has established guidelines and procedures for the utilization of nasal Naloxone, a fast acting opioid antagonist, by designated and trained employees of the College. The Director of Public Safety and Security will designate employees who are to receive training and be certified every two years in the use of nasal Naloxone; ensure that the nasal Naloxone kits are current and not past the expiration date; ensure proper, secure, and efficient storage and deployment of nasal Naloxone for on-campus use; and ensure that any use of the nasal Naloxone on an individual is documented,
and required notifications are made to the Chief of Operations, Poison Control Center, and the Frederick County Health Department. Frederick Community College recognized the trends in heroin use and overdosing among various populations on college campuses. In support of our mission and values, we moved forward with this addition to our policy and training as a preventative tool to ensure the safety of our students.

COO Wichser recommended approval of the revisions to the ATODA Policy and Procedures, as presented.

*On a motion made by Trustee Borden and seconded by Trustee Wilson, the Board unanimously approved the revisions to the ATODA Policy and Procedures, as presented.*

**Approval of Posthumous Awards for Students Policy and Procedures** – VP Barbour presented this item. This Policy and Procedures will replace current Policy 4.18 – Awarding a Posthumous Degree or Special Recognition Award Policy and Procedure 4.18 – Awarding a Posthumous Degree or Special Recognition Award Procedure. The Posthumous Awards for Students Policy and Procedures provides an opportunity for family members or members of the College community to recognize the academic achievements or special accomplishments of students who are deceased. It provides criteria for awarding a Posthumous Degree or Certificate and Special Recognition Awards and establishes the process for recommendation, administrative procedures, and exceptions.

VP Barbour recommended approval of the Posthumous Awards for Students Policy and Procedures, as presented.

*On a motion made by Trustee Borden and seconded by Trustee Bufter, the Board unanimously approved the Posthumous Awards for Students Policy and Procedures, as presented.*
Repeal of Policies and Procedures Related to Posthumous Awards for Students – VP Barbour presented this item. The following policy and procedure have been replaced with the adoption of the new Posthumous Awards for Students Policy and Procedures: Policy 4.18 – Awarding a Posthumous Degree or Special Recognition Award Policy and Procedure 4.18 – Awarding a Posthumous Degree or Special Recognition Award Procedure.

VP Barbour recommended repeal of Policy 4.18 and Procedure 4.18.

On a motion made by Trustee Butfer and seconded by Trustee Fearnow, the Board unanimously approved the repeal of Policy 4.18 and Procedure 4.18.

Approval of International Travel Policy and Procedures – VP Hawkins presented this item. The International Travel Policy and Procedures was created to ensure best practices in the development, planning, approval, and value of out-of-country travel experiences for Frederick Community College students, faculty, and staff. The proposed policy includes both credit and non-credit travel experiences for students, as well as travel for employees for professional development and College-rated purposes. The role of the International Education Committee (IEC) is defined in the policy to ensure the proposed travel experience aligns with the mission of the College, meets specific curricular needs (for credit students), and contains the necessary resources required for insurance and safety purposes. A risk management review and recommendation and other safety steps are also included in the International Travel Policy and Procedures. For employees, the policy aligns with the new travel approval and reimbursement process. The Senior Leadership Team must approve all international travel requests.
Trustee Bufter recommended a revision to Section V.B. “Selection of Tour Companies/Vendors” to require that selection of a tour company/vendor must be in accordance with the College Employee Code of Ethics in order to avoid conflicts of interest.

*Trustee Bufter moved to approve the International Travel Policy and Procedures with this revision. Trustee Diaz seconded the motion and the Board unanimously approved the International Travel Policy and Procedures, as amended.*

**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. References to leave benefits for auxiliary employees are also contained in the Leave Benefits Policy and Procedures for the College.

VP McDonald recommended approval of the Auxiliary Benefits Policy and Procedures, as presented.

*On a motion made by Trustee Diaz and seconded by Trustee Bufter, the Board approved 6-1 the Auxiliary Benefits Policy and Procedures as presented, with Trustee Wesolek opposed.*
Repeal of Policy Related to Auxiliary Benefits – VP McDonald presented this item. Policy 3.30 – Auxiliary Employee Benefits (partially repealed on September 16, 2015) has been replaced in its entirety with the adoption of the new Auxiliary Benefits Policy and Procedures.

VP McDonald recommended repeal of Policy 3.30.

On a motion made by Trustee Wilson and seconded by Trustee Diaz, the Board approved 6-1 the repeal of Policy 3.30, with Trustee Wesolek opposed.

TRUSTEE COMMENTS

Trustee Borden commented on the efficiency of the meeting this evening.

ADJOURNMENT

The regular meeting adjourned at 7:46 p.m.

NEXT MEETING

The next regular meeting of the Board will be held on Wednesday, April 20, 2016 at 7:00 p.m. in the Chris T. Matthews Board Room (A201).

CLOSED SESSION

Immediately following the March 16, 2016 regular meeting, the motion was made by Trustee Bufter to convene in closed session at 7:46 p.m. in the Chris T. Matthews Board Room (A201). The motion was seconded by Trustee Diaz and unanimously approved by the Board.

This action was taken in accordance with the Maryland Open Meetings Act, 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. Fearnow; Timothy J. Wesolek; and Roger A. Wilson. Also in attendance: President Elizabeth Burmaster, Secretary/Treasurer of the Board; VP Dana McDonald; Edmund O’Meally from P.K. Law; and Kari Melvin, Recording Secretary.

The Trustees obtained legal advice from counsel regarding the standard of review under a new College procedure.

No action was taken.

The Board reviewed closed session minutes from November 18, 2015 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 November 18, 2015 closed session minutes, as presented.

The closed session adjourned at 8:29 p.m.

Elizabeth Burmaster
Secretary/Treasurer

Prepared by Kari Melvin
Office of the President
Frederick Community College