

**BOARD OF TRUSTEES  
FREDERICK COMMUNITY COLLEGE**

**January 26, 2022  
Regular Meeting**

The Board of Trustees of Frederick Community College met in regular session on Wednesday, January 26, 2022 in the Chris T. Matthews Board Room (A201). A virtual option to participate was provided due to the COVID-19 public health emergency.

Participating in person were: Trustees Tom Lynch, Chair; Carolyn Kimberlin, Vice Chair; Ellis Barber; Gary Fearnow; and Theodore Luck. Also attending in person were Interim President Dr. Thomas Powell, Secretary/Treasurer of the Board; Edmund O’Meally, PK Law, College legal counsel; and Kari Melvin, Recording Secretary.

Participating virtually were Trustees Dr. April Miller and Dr. John Molesworth; Janice Spiegel, Director of Education and Special Initiatives; Jerry Boyd, Special Assistant to the President for Institutional Effectiveness; Dr. Nora Clark, Vice President (VP) for Student Affairs; Lewis Godwin, Chief of Operations; Dr. Tony Hawkins, Provost/Executive Vice President (EVP) for Academic Affairs, Continuing Education, and Workforce Development (AACEWD); Adam Reno, Interim Director of Technology/Chief Information Officer; Amy Stake, Interim VP for Finance; Fred Hockenberry, Executive Director of Auxiliaries; Caroline Cole, Director of Communications to the President; Larry Johnston, Director of Athletics; Pamela Murphy, Labor Relations Specialist; Diana Oliver, Director of Human Resources; Deborah Powell, Executive Director for the Office of Institutional Advancement and the FCC Foundation; Dr. Gohar Farahani, Executive Director, Planning and Institutional Effectiveness; Frank Seidel, Vice Chair, Faculty Association (FA); Evan Evans, Chair, College Senate; Robin Shusko, Vice Chair, College Senate; Shelby Carmon,

**Support Staff Association (SSA) Executive; Karen Santelli, SSA Executive and College Senate Secretary; Traci Lowrey and Katie Miller, Administrative Staff Association (ASA) Executives; Leslie Puzio, Assistant Professor, Program Manager, American Sign Language (ASL) & ASL Interpreting; and Kim Nichols, Adjunct/ASL & Sign Language.**

### **CALL TO ORDER**

**The meeting was called to order by Board Chair Lynch at 5:34 p.m.**

### **ESTABLISHMENT OF QUORUM**

**Interim President Powell confirmed the presence of a quorum of the Board.**

### **APPROVAL OF MINUTES**

**Chair Lynch identified a revision on page 12 of the November 17, 2021 regular meeting minutes to change “Raymond Janes & Associates, Inc.” to “Raymond James & Associates, Inc.” He called for approval of the minutes as revised.**

*On a motion made by Trustee Molesworth and seconded by Trustee Barber, the Board unanimously approved the November 17, 2021 regular meeting minutes, as revised.*

**The Chair called for approval of the minutes of the December 4, 2021 board retreat.**

*On a motion made by Vice Chair Kimberlin and seconded by Trustee Fearnow, the Board unanimously approved the December 4, 2021 board retreat minutes, as presented.*

### **CHAIR’S REPORT**

**Chair Lynch asked Vice Chair Kimberlin to provide an update on the presidential search. Vice Chair Kimberlin reported that since the closing of applications on November 29, 2021, the search committee members spent numerous hours reading over 50 extensive applications. They evaluated each candidate’s qualifications to the presidential profile. The search committee members submitted their top 10 or 11 candidates to the search**

consultants by the preestablished deadline of December 8, 2021. On December 10, 2021, the search committee met in person with the consultants to select semi-finalists. The consultants led a fair and equitable process in order for the committee to reach consensus. Following the December 10, 2021 meeting, the consultants contacted references in preparation for interviews with the semi-finalists. Search committee members were asked to submit interview questions and met with the consultants via Zoom on January 7, 2022 to finalize questions and assign members to ask each one. On January 13 and 14, 2022, the search committee held formal interviews with the eight semi-finalists. The committee had originally chosen 11 semi-finalists, but two accepted other offers and one dropped out for family circumstances. Following the last interview, the search committee deliberated the results of the interviews and the reference reports. They came to a consensus on the top three candidates as finalists. Information on these finalists was sent to the Board of Trustees on January 15, 2022. The Board met in closed session on January 20, 2022 and accepted the search committee's recommended list of three finalists for the position of president. During the week of February 7, 2022, the three finalists will visit campus and meet with students, faculty, staff, and community leaders. Names will be released a few days prior. The Board will conduct final interviews and will meet on February 11, 2022 to choose the next president. Vice Chair Kimberlin invited all stakeholders to participate. She added that the purpose is for everyone to meet each candidate and provide feedback, which the Board will review when making its decision. Vice Chair Kimberlin commented that she could not be prouder of the effort given by the members of the search committee, which included representation by the community and affinity groups. She extended a sincere thank you to Raissa Forkou from the Student Government Association; community

representatives George Littrell, III, Dr. Eric Louérs-Phillips, Michelle Day, Dr. Manuel Casiano, and Theresa Harrison; Dr. Susan McMaster from the College Senate; Dr. Beth Douthirt-Cohen from the Administrative Staff Association; Anne Hofmann from the Faculty Association; Brian Holt from the Support Staff Association; and Trustees Fearnow and Luck.

Chair Lynch thanked the search committee for their extraordinary efforts. He asked if information for the upcoming visits has been made available to the FCC Community. Vice Chair Kimberlin answered that invitations for the community, student, and employee forums have been sent.

Chair Lynch reported that he and Interim President Powell attended the pinning ceremony on December 17, 2021 for our most recent cohort of graduating nurses. He commented that it is one of the most beautiful graduation ceremonies anywhere and the student speaker, Amanda Huegel, was remarkable. These students endured enormous challenges getting through the nursing program. You could feel the love and gratitude they had for each other and their instructors. It was really a great evening.

#### **INTERIM PRESIDENT'S MONTHLY REPORT**

Trustees received the Interim President's written report in their meeting packet.

Interim President Powell introduced and welcomed Pamela Murphy, who joined FCC as the Labor Relation Specialist this month.

Interim President Powell reported that FCC has moved to the next level in the Aspen Prize selection process. There is a Zoom interview on February 16, 2022 which will determine whether we become one of the top ten finalists. He thanked SA Boyd and

**Executive Director Farahani for their work on our application, as well as Provost/EVP Hawkins and VP Clark for all of the good work of their teams.**

**Interim President Powell noted that the College is still under emergency protocols and procedures for COVID-19 and the Omicron variant until February 6, 2022. We continue to monitor the situation. Our Pandemic Coordinator, Jennifer Dame, is doing a fabulous job. The numbers at the College have not really spiked. He continued that the renovations to Linganore Hall are moving along at a fast pace. COO Godwin reported they will be done in late May. Interim President Powell said we continue to make progress in Student Affairs. A new Associate Vice President for Student Affairs has been hired and the Welcome Desk has been moved to the Student Center. The search to replace the Associate Vice President for Continuing Education and Workforce Development is moving along. Interim President Powell announced that we are all sad, but happy for Dr. Beth Douthirt-Cohen. She has taken a new position and will be leaving FCC. Someone will fill the position in an interim role, but the search for a replacement will wait until we have our new president. Interim President Powell highlighted that the Maryland Association of Community Colleges Trustee Leadership Conference and Gubernatorial Forum has been rescheduled for April 28, 2022.**

#### **INFORMATION/DISCUSSION ITEMS**

**Fiscal Year 2021 Institutional Effectiveness Report – SA Boyd presented the FY 2021 Institutional Effectiveness (IE) Report, which Trustees received in their meeting packet. He thanked Executive Director Farahani for her work on this report.**

**The FY 2021 IE Report highlights activities across the College that are documented and measured annually through several general processes: regional accreditation, federal**

and state reporting, academic program review, course level assessment, and non-academic program review, as well as examples of in-house assessments and reports that were completed in FY 2021. The report also provides an assessment of the goals and objectives of the College five-year strategic plan, FCC Forward-2020-2025. The focus of the FY 2020 IE Report is on presenting measures and outcomes that are based on standard state and federal metrics of IE, as well as other outcomes the College accomplished from July 1, 2020, to June 30, 2021.

Trustee Fearnow said he noticed our transfer rate in Table 3 is below the state average. Executive Director Farahani answered that this is only recording the rate of FCC students who transfer to Maryland four-year institutions and does not encompass all transfer institutions. She noted that more accurate information on the transfer rate is provided in Figure 4. SA Boyd added that there is a relation between our transfer rate and successful persister rate, which looks at how many of our students stick it out in order to get a degree vs. transfer. We are much higher in that area. Executive Director Farahani said that is correct and it is just one measure of success.

Chair Lynch commented that this is a remarkable document in terms of density. On the sections regarding enrollment, retention, and transfer rates, he asked if there is anything Trustees can do to make those numbers even better. SA Boyd pointed to the FCC graduation rate, which is way above the national average. He said if we make efforts to increase the transfer rate, we will most likely decrease the graduation rate.

Trustee Luck asked where the information comes from for students who transfer from FCC and graduate at a four-year institution. SA Boyd answered that FCC reports regularly to the National Student Clearinghouse, which manages a database that looks

longitudinally at where students come from and go to. The data also goes to the Integrated Postsecondary Education System and is used in our annual update to the Middle States Commission on Higher Education.

**The FY 2021 IE Report will be posted on the College website.**

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

**Quarterly Financial Report for the Period Ending December 31, 2021 – Interim**

President Powell presented the Quarterly Financial Report for the Period Ending December 31, 2021, which Trustees received in their meeting packet. No questions were received.

**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.*

**FCC Foundation, Inc. FY 2022 Update – Executive Director Powell presented the**

FCC Foundation, Inc. FY 2022 Update, which Trustees received in their meeting packet. She overviewed the mission, board membership, and collaborations of the FCC Foundation. The current endowment value as of October 31, 2021 is \$20,755,817. For FY 2022, 1,373 awards totaling \$785,000 have been awarded to-date. In FY 2021, the FCC Foundation awarded a record-breaking \$1,020,586 in scholarships.

**New scholarships for FY 2022 include the Beth Summers Endowed Scholarship Fund, Dale and Beth Summers Memorial Scholarship Fund, and Diversity, Equity, and Inclusion Scholarship.**

**The FCC Foundation has raised \$530,955 to-date for FY 2022, exceeding the fundraising goal of \$400,000. Last year, \$488,917 was raised.**

Trustee Fearnow congratulated the FCC Foundation on exceeding the \$20M threshold for the endowment.

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

**Emergency Procurement with Frederick Health for COVID Testing on the Main Campus** – Interim President Powell presented this item. In December 2021, the College solicited quotes from qualified vendors to provide on-site testing for COVID-19. Three providers responded and on December 3, 2021, the purchase order was awarded to Frederick Health in the amount of \$16,100. This amount covered 20 tests per week, from January 5 through June 8, 2022. At the time the contract was awarded, voluntary testing was not highly likely. The self-reported case and exposure rate on campus was an average of 18 cases per week for the time period of November 1, 2021 through December 13, 2021.

On January 4, 2022, Maryland Governor Larry Hogan declared a 30-Day State of Emergency to take urgent short-term action to combat the current COVID-19 surge. Because of the surge and record highs in COVID-19 cases and hospitalizations, the College determined that 20 tests weekly would be insufficient to meet demand. The College approached Frederick Health about increasing the number of tests to 60 per week for 21 weeks (January 12 through June 8, 2022, excluding March 30, 2022 which is spring break), with on-site testing once weekly beginning January 12, 2022. The cost for this service is \$44,100.

Per the Financial Procedures Manual, procurements \$25,000 or greater must be procured through competitive sealed bids, unless the procurement falls into one of the exception categories. The COVID-19 emergency situation did not allow the time to proceed with the formal bid process.



Upon review, the College determined that this procurement met the Code of Maryland Regulations (COMAR) definition of an Emergency Procurement (COMAR 21.05.06.02). Dr. Powell, Interim President, Dr. Cathy Jones, VP for Finance, and Jennifer Dame, Pandemic Coordinator, were consulted and agreed. Dr. Powell notified the Board of Trustees and approved moving forward with the purchase.

The College has the right to cancel the procurement at any time. There is a cancellation fee of \$250 if less than 48 hours' notice is given.

Funds for this Emergency Procurement are available through the Higher Education Emergency Relief Fund (HEERF) Institutional Portion grant. COVID-19 testing is consistent with the intended and allowable use of HEERF funding.

Chair Lynch called for a motion to ratify this emergency procurement.

*On a motion made by Trustee Fearnow and seconded by Trustee Luck, the Board unanimously ratified the emergency procurement with Frederick Health for COVID testing on the main campus, as presented.*

### **ACTION ITEMS**

**Approval of FY 2023 Sabbatical Requests** – Provost/EVP Hawkins presented this item. The recommended applicants are Ramon Jones, English, – half year (full pay); Valiantsina Lochman, Mathematics – half year (full pay); Wen Nellis, Chemistry – half year (full pay); Christine Rai, English – half year (full pay); and Jill Schultz, Social Sciences – half year (full pay). The cost to cover a half-year sabbatical applicant's teaching assignment for FY 2023 is \$14,743 per applicant (based on an adjunct rate of \$913 per credit and 7.65% FICA). Taken together, the cost to cover the five, half-year sabbaticals is \$73,715. Each applicant will have completed the required minimum of six continuous years

of service at the College by the time the sabbatical leave would begin, according to the Human Resources Office.

Descriptions of each sabbatical proposal were provided to Trustees in their meeting packet and are available from the President's Office.

Provost/EVP Hawkins recommended approval of the sabbatical requests for FY 2023.

*On a motion made by Trustee Molesworth and seconded by Trustee Fearnow, the Board unanimously approved the FY 2023 Sabbatical Requests, as presented.*

**Approval of Proposal for American Sign Language (ASL) Studies Area of Concentration within the Arts & Humanities A.A. Degree and American Sign Language (ASL) Studies Certificate** – Provost/EVP Hawkins presented this item. The proposed American Sign Language (ASL) Studies Area of Concentration (AOC) within the Arts & Humanities A.A. degree and ASL certificate programs introduce students to the rich history and culture of the Deaf community. Students will gain fluency and proficiency in ASL by acquiring foundational skills and knowledge of the Deaf community. Students gain cultural competency by becoming involved in their local Deaf community through coursework and internships. By obtaining a certificate in ASL Studies, students have a solid foundation from which to further their studies in ASL interpreting, education of the Deaf, or other related fields. Through providing additional instruction in language acquisition, language analysis, and Deaf culture/history and community, this proposed program fills the gap between the existing ASL Certificate, which is focused mostly on language skills, and the existing ASL Interpreter Preparatory Program, which requires

**more robust language skills and cultural proficiency. The program will assist with transferability to four-year institutions to expand student education.**

**Unlike FCC's existing ASL offerings, the proposed ASL Studies program can be completed entirely in an asynchronous or synchronous online format. This enables students who require online flexibility due to work or family obligations to access the program, and increases the scope of students who can participate by not limiting access to learning about ASL to in-county residents able to commute to campus at specific times.**

**The program was proposed through a Perkins Local grant for the 2021/2022 academic year. The proposed work was to analyze FCC's existing ASL Certificate program to allow for an online option with expanded certificate and degree options. This process included curriculum mapping and course redesign, to align with American Sign Language Teachers Association (ASLTA), American Council on the Teaching of Foreign Languages (ACTFL), and Quality Matters (QM) standards. An ASL placement test was introduced to allow appropriate placement.**

**Through providing additional instruction in Deaf culture, expanded ASL language analysis, and other advanced level ASL courses, the proposed program provides the opportunity to expand and become proficient in the ASL language, while also providing an opportunity for students to become better prepared for the existing ASL Interpreter Preparatory Program.**

**The proposed ASL Studies certificate will stack directly into the proposed ASL Studies AOC as well as the existing Arts & Humanities A.A. and General Studies A.A. degree programs, creating an easy pathway for students to continue their studies after**

**certificate completion, and helping to ensure the proposed program is thoroughly integrated with other offerings across the College.**

**The complete Maryland Higher Education Commission (MHEC) Academic Program Proposal is available to reference for further details.**

**The curriculum committee has reviewed and approved this program proposal, which directly supports the mission of Fredrick Community College by providing programming that meets the strong demand for language acquisition in ASL based on the demographics of Deaf and/or hard-of-hearing individuals in the State of Maryland and in Frederick County. The State of Maryland is currently home to 1.2 million Deaf and hard of hearing individuals (ODHH. 2016). Given the prominence of the Deaf and hard of hearing community in Frederick County, and FCC's position as the only public institution of higher education in the county, preparing students for careers serving that community helps FCC with its obligation of being responsive to our communities locally, statewide, and nationally.**

**This action requires MHEC approval. If approved by the Board of Trustees, the program proposal will then be submitted to MHEC for review.**

**Provost/EVP Hawkins recommended approval of the American Sign Language (ASL) Studies program (AOC and certificate).**

**Chair Lynch stated that he enjoyed attending the ASL Interpreter graduation ceremony last year. He continued that the need for this skillset is so critical in every public hearing and court proceeding. As a lawyer, he wants to ensure Deaf individuals receive fair due process and that means having competent people doing the signing. With the Maryland School for the Deaf in our back yard, this is the most logical place for the program to exist.**

*On a motion made by Trustee Luck and seconded by Trustee Molesworth, the Board unanimously approved the American Sign Language (ASL) Studies program (AOC and certificate), as presented.*

**Approval of Revision to College Financial Procedures for Small Procurements –**  
Interim President Powell presented this item, which Trustees received in their meeting packet. The Board has discussed this at prior meetings and Interim President Powell was asked to bring it back for action. The proposal would bring the College purchasing procedures in line with COMAR, which previously identified a small procurement as \$25,000 or less. Effective August 13, 2018, an update to the regulations changed the definition of “small procurement” from \$25,000 to \$50,000. At the time, the College chose to keep the Board approval threshold at \$25,000. However, as the cost of technology, facilities, contracted services, and numerous other procurements has increased, aligning the College financial procedures with COMAR regulations would reduce the administrative burden of remaining at the lower threshold.

Trustee Molesworth expressed support for the proposal, adding that it would provide more time to address other issues. Vice Chair Kimberlin agreed. Trustee Luck said he does not remember any major concerns from previous discussions. Trustee Fearnow said he would like to postpone a decision until we have our new president. Trustee Miller and Chair Lynch agreed on waiting. Chair Lynch added that when he served on the Interagency Internal Audit Authority, FCC’s conservative spending policy was one of the things he held up as a reason why FCC should be seen as prototype that does not need audits from the County. However, he said he would entertain a motion to approve.

*Trustee Molesworth moved to approve the proposal as presented. The motion was seconded by Trustee Barber.*

Chair Lynch asked if there was any further discussion. Vice Chair Kimberlin said that after thinking about comments from Trustees Fearnow and Miller, she agrees with waiting.

*Trustee Molesworth moved to amend the motion on the floor to defer action on this item until a new president is in place. The motion to amend was seconded by Trustee Barber and unanimously approved by the Board.*

*On a motion made by Trustee Molesworth and seconded by Trustee Barber, the Board unanimously approved to defer action on this item until a new president is in place.*

**Approval to Provide Medical, Dental, Vision, Medical and Day Care Flex Spending Accounts, and Life and Long-Term Disability Insurance for New**

**Hires on the First Day of Service** – Interim President Powell presented this item, which Trustees received in their meeting packet. Per current FCC policy, all new employees are provided benefits on the first of the month after their first 30 days of service. It is unclear when or why this policy was developed. This gap provides a significant disadvantage to new employees, especially those with families. In some cases, FCC arranges to pay the costs of COBRA to ensure continuity of these critical benefits.

**This proposal is to ensure coverage on the first day of service.**

Director Oliver contacted our insurance carriers for information on the impact this change may have to our premiums. Aetna, our medical, dental, and vision insurance carrier reported that there would be no increase in the premiums or fees. WEX/Discovery Benefits, our medical and daycare spending account carrier reported that there would be

no change in the administrative fees. MetLife, our life and long-term disability carrier reported the ability to accommodate a change to the eligibility, however if we add a large population of employees eligible their first day there could be a change in the rates. If there is no change in enrollment or at least less than 10%, MetLife can update the eligibility at no cost. Legal Resources, our pre-paid legal plan, and AFLAC, our voluntary employee supplemental insurance plans, reported they are unable to accommodate the requested change in enrollment to date of hire. They are able to accommodate a change in eligibility to the first of the month following date of hire.

Interim President Powell recommended approval to provide medical, dental, vision, medical and day care flex spending accounts, and life and long-term disability insurance for new hires on the first day of service. This change would be effective March 1, 2022.

*On a motion made by Trustee Molesworth and seconded by Trustee Miller, the Board unanimously approved to provide medical, dental, vision, medical and day care flex spending accounts, and life and long-term disability insurance for new hires on the first day of service, effective March 1, 2022, as presented.*

Trustee Fearnow and Chair Lynch expressed appreciation for this change being brought forward.

### **CONSENT ITEMS**

Pursuant to the Board of Trustees Bylaws, the Board may make one motion and hold one vote for all items designated as consent items on the monthly Board agendas. Any Board member, who for any reason, wants to discuss an item or needs to recuse themselves from voting on an item, may remove the item from the consent list and it will be dealt with

as a regular action item. The following items were submitted as consent items and distributed to the Trustees in their meeting packet:

- **Approval of Piggyback Contract with BSN Sports for Athletic Equipment and Supplies and Team Uniforms; Piggyback of Omnia/National IPA Region 4 Education Service Center Contract R201101**
- **Approval of Piggyback Contract with Dell for the Cyberlab Server Expansion Project in the amount of \$177,813.92; Piggyback of MEEC (Maryland Education Enterprise Consortium) Contract UMD-972016**

Chair Lynch decided to take these items separately and asked for any discussion.

Trustee Fearnow asked Director Johnston what a shoe contract looks like in any given year. Director Johnston answered that the College does not provide shoes for its athletes as it would be too expensive, and we do not use that part of this piggyback. This particular contract was in place for several years, but lapsed during the transition of Athletic Directors. It saves about 35% off uniforms and provides a reduced rate on equipment.

*On a motion made by Trustee Luck and seconded by Trustee Fearnow, the Board unanimously approved the piggyback with BSN Sports, as presented.*

Interim President Powell asked Provost/EVP Hawkins to speak to the piggyback with Dell. Provost/EVP Hawkins said the Cyberlab Server Expansion Project provides a separate system from College platforms that are used to do daily business. It allows students to practice ethical hacking and everything they need to learn as cyber specialists. The system was upgraded due to COVID-19 to give students access in a virtual platform to conduct this kind of instruction and was deemed eligible for HEERF funds. Interim



President Powell noted that these funds were encumbered during the first round of HEERF.

*On a motion made by Vice Chair Kimberlin and seconded by Trustee Luck, the Board unanimously approved the piggyback with Dell, as presented.*

#### **TRUSTEE COMMENTS**

Trustee Fearnow requested a discussion on workforce training, credit and non-credit, at a future meeting. After discussion, it was decided this would take place in March.

Chair Lynch said he is looking forward to taking two Institute for Learning in Retirement courses in the upcoming weeks and encouraged Trustees to review the offerings.

#### **CLOSED SESSION**

*At 6:47 p.m., the motion was made by Vice Chair Kimberlin to convene in closed session. The motion was seconded by Trustee Molesworth and unanimously approved by the Board.*

This action was taken in accordance with Maryland's Open Meetings Act, Section 3-305(b)(1) to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official 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; 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. Attending in person were: Trustees Tom Lynch, Chair; Carolyn Kimberlin, Vice Chair; Ellis Barber; Gary Fearnow; and

**Theodore Luck. Also attending in person were Interim President Dr. Thomas Powell, Secretary/Treasurer of the Board; Edmund O’Meally, PK Law, College legal counsel; and Kari Melvin, Recording Secretary.**

**Participating virtually were: Trustees Dr. April Miller and Dr. John Molesworth.**

**The Board reviewed closed session minutes from December 4, 2021 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.**

*On a motion made by Trustee Fearnow and seconded by Vice Chair Kimberlin, the Board approved the December 4, 2021 closed session minutes 6-0-1, as presented, with Trustee Luck abstaining.*

**The Board reviewed the terms of specific employee separations.**

*On a motion made by Trustee Luck and seconded by Trustee Barber, the Board unanimously approved the terms of an employee separation.*

*On a motion made by Trustee Fearnow and seconded by Trustee Luck, the Board unanimously approved the terms of an employee separation.*

*Interim President Powell left the meeting at 7:39 p.m.*

**The Board discussed the parameters and range of possible salary, benefits, and other compensation for the purpose of making a competitive offer to candidates for the position of next president following the interview process, and obtained legal advice on the presidential search, the search process, and timeline.**

*On a motion made by Vice Chair Kimberlin and seconded by Trustee Luck, the Board unanimously approved to adjourn the closed session at 8:13 p.m.*

**ADMINISTRATIVE FUNCTION**

**There was no administrative function discussion.**

**NEXT MEETING**

**The next regular meeting of the Board will be held on Wednesday, February 16, 2022.**

**Dr. Thomas Powell  
Secretary/Treasurer**

**Prepared by Kari Melvin  
Office of the President  
Frederick Community College**