

**BOARD OF TRUSTEES
FREDERICK COMMUNITY COLLEGE**

**October 19, 2022
Regular Meeting**

The Board of Trustees of Frederick Community College met in regular session on Wednesday, October 19, 2022 in the Student Center (H202/203). A virtual option to participate was provided. Participating in person were: Trustees Carolyn Kimberlin, Chair; Tom Lynch, Vice Chair; Ellis Barber; Gary Fearnow; Theodore Luck; Dr. April Miller; and Dr. John Molesworth.

Also attending in person were President Dr. Annesa Payne Cheek, Secretary/Treasurer of the Board; Janice Spiegel, Director of Education and Special Initiatives, Office of the County Executive; Edmund O'Meally, PK Law, College legal counsel; Marie Billie, Interim Vice President (VP) for Human Resources; Avis Boyd, Chief of Staff to the President; Jerry Boyd, Special Assistant to the President for Institutional Effectiveness; Dr. Nora Clark, VP for Student Affairs; Lewis Godwin, Chief of Operations (COO); Dr. Tony Hawkins, Provost/Executive Vice President (EVP) for Academic Affairs, Continuing Education, and Workforce Development (AACEWD); Deborah Powell, Executive Director for the Office of Institutional Advancement and the FCC Foundation; Adam Reno, Interim Director of Technology/Chief Information Officer (CIO); Amy Stake, Interim VP for Finance; Caroline Cole, Director of Communications to the President; Brian Holt, Support Staff Association (SSA) Executive; Pamela Murphy, Labor Relations Specialist; Dr. Benita Rashaw, Associate Vice President (AVP) for Student Affairs; Graylin Smith, CPA, Engagement Partner and Tobi Hollander, CPA, Engagement Senior Manager, SB & Company; and Kari Melvin, Recording Secretary.

Participating virtually were Mary Rolle, Chair, Faculty Association (FA); Sheri Bailey, SSA Executive; Dr. Kevin Martin, Administrative Staff Association (ASA) Executive; Evan Evans, Chair, College Senate; Robin Shusko, Vice Chair, College Senate; Karen Santelli, Secretary, College Senate; Angie Jackson, Student Government Association (SGA) VP of Public Relations; Fred Hockenberry, Executive Director of Auxiliaries, Procurement and Special Projects; and Dr. Vell Lyles, AVP for Strategic Enrollment and Innovation.

CALL TO ORDER

The meeting was called to order by Board Chair Kimberlin at 4:30 p.m.

ESTABLISHMENT OF QUORUM

President Cheek confirmed the presence of a quorum of the Board.

APPROVAL OF MINUTES

Chair Kimberlin noted that the September 21, 2022 regular meeting minutes indicate that the revisions Trustees identified to their Bylaws would be presented in redline at the next meeting. However, it was decided that the review of the Bylaws will continue at a future meeting and it was not included as an item on the agenda this afternoon.

The Chair called for approval of the minutes of the September 21, 2022 regular meeting.

On a motion made by Vice Chair Lynch and seconded by Trustee Luck, the Board approved the September 21, 2022 regular meeting minutes 5-0-2, as presented, with Trustees Miller and Molesworth absent.

Trustees Miller and Molesworth joined the meeting at 4:35 p.m.

PRESIDENT'S REPORT

President Cheek reported on various meetings and events, namely, the Adult Learners Graduation Ceremony, a Capital Budget Hearing with four State agencies, a Meet the President dinner for students at the Monroe Center, a Student Forum for adult learners, a tribute for David Martin who recently passed and had served as an assistant professor of sign language for 17 years, an all-day Team Effectiveness Advance with the Senior Leadership Team and Senate and Affinity leadership, the Honors College 40th Anniversary Celebration, FCC Foundation Executive Committee, Finance Committee, and Board of Directors meetings, a visit by Congressman David Trone, a roundtable discussion organized by Congressman Trone regarding broadband connectivity and bridging the digital divide, the One Maryland One Book event featuring New York Times bestselling author Naima Coster, serving as the guest speaker at the Rotary Club of Frederick, County Executive Gardner's State of the County Address, the first ever Frederick County Employment Summit held at FCC with The Arc of Frederick County, an introductory meeting with Jodie Bollinger, Acting Executive Director of Frederick County Economic and Workforce Development, the Mayors and Burgesses meeting with County Executive Gardner, a meeting with representatives from Frederick Health, the Frederick County Health Department, and the Mental Health Association of Frederick County, and Wellness Week at FCC.

President Cheek then announced that 200 Monroe is now open for dine-in or take-out every Thursday through December 8, excluding the week of Thanksgiving. She also announced that FCC has been awarded a \$350,000 grant from the National Science Foundation that will bring affordable training in a cutting-edge cell and gene therapy field

to Frederick County. The grant will fund a new initiative to address the growing need for two types of technicians: skilled cell therapy technicians, who handle the process of modifying or replacing diseased cells in the body; and flow cytometry technicians, who work to detect and analyze the quality of the cell therapy product. The focus on flow cytometry will make FCC one of the first community colleges in the country to offer education in this innovative technique. Flow cytometry is used as an analytical tool for the cell therapy industry to ensure the quality and purity of the cell therapy product.

President Cheek reminded Trustees that the next Board Retreat will be held on Saturday, November 5, 2022.

CONSENT ITEM

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 item was submitted as a consent item and distributed to the Trustees in their meeting packet:

- Approval of Piggyback Contract with Paul Davis Restoration and ServiceMaster Restoration of Frederick, Montgomery, Howard, Prince George's and Washington Counties (Frederick, MD); Piggyback of the Frederick County Public Schools (FCPS) Contract #RFP 20MISC3 Qualification of Emergency Remediation & Restoration Contractors; for Emergency Remediation & Restoration Services**

Chair Kimberlin asked if any Board member wanted to remove the item from consent. Hearing none, she asked for a motion for approval.

On a motion made by Trustee Molesworth and seconded by Trustee Barber, the Board unanimously approved the consent item, as presented.

INFORMATION/DISCUSSION ITEMS

Review of Audited Annual Financial Statements for Period Ending June 30, 2022 – Graylin Smith and Tobi Hollander from the College auditors, SB & Company, provided a presentation on the results of the audit. There were no findings and the College was issued an unmodified opinion on the financial statements. Additionally, the Annual Financial Report to the Maryland Higher Education Commission (CC-4 Report) was issued with no exceptions. There was an overall increase in net position of \$13,410,968. An assessment of internal controls and financial statement highlights were included in the presentation. A copy of the presentation is available from the President’s Office.

Chair Kimberlin commented that this was an excellent report and congratulated the Finance Team.

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

Quarterly Financial Report for Period Ending September 30, 2022 – Interim VP Stake presented this item and went through the report in detail with the Board. A copy of the report is available from the President’s Office.

Executive Director Hockenberry presented a summary of Canteen’s performance for the first quarter, July through September 2022. Overall, revenue is lower than anticipated, but catering revenue is strong. Due to Canteen’s higher than expected opening and raw material costs, the subsidy provided by the College exceeded what was budgeted. Compared to the performance of dining services in FY 2019, the last time it was open for a full fiscal year, Canteen is showing 3% less revenue for the first quarter. The average ticket

cost is down -22%, with customers paying an overall lower ticket price. Canteen provided 52 caterings in August and September and had to decline five requests due to staffing shortages. A survey was developed and sent to all students in October. The results indicate that students are overall satisfied or very satisfied. The majority of respondents indicated eating at the café one to two times per week with lunch or snack being the most consumed. Participants were also asked about known food allergies, sensitivities, or other dietary needs to provide valuable feedback for Canteen's operations. The survey also solicited comments for suggested improvements. The Director of Canteen has already acted on many of the comments and concerns brought forward as a result of the survey. A copy of the summary is available from the President's Office.

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

Capital Project Update: Athletics Center (Building D) Renovation/Addition – COO Godwin presented this item. The 2017 Facilities Master Plan Update identified the renovation and addition to our Athletics Center (Building D) as the next major priority for campus building projects. Funding for this project was to come from both the State and County, and this request has been in the County's long-term CIP budget requests for funding in FY 2024, FY 2025, and FY 2026.

At the November 2021 Board of Trustees meeting, the CIP County Capital Budget Request for FY 2023 – FY 2028 was presented. This included the Athletics Center (Building D) Renovation/Addition project in the amount of \$11,071,250, with Design in FY 2024, Construction FY 2025-2026, and Furniture and Equipment FY 2026. The project scope included upgrading the facility to be made compliant to current life safety and ADA codes, and to provide for additional general education classrooms, formal and informal

student and team support spaces, improved locker room facilities, and faculty, staff, and coaching office areas.

In May 2021, the State approved the Facilities Part I and Part II program (that was submitted in 2019) with an estimated cost of \$10,337,206. In the five years that have passed since the project was first proposed, the cost estimate for the project in 2022 dollars is \$19,254,660. The project budget of \$10,337,206 is insufficient to support the original program for the project. Furthermore, the College is in the midst of developing the ten-year Facilities Master Plan update. As we assess the needs of students post-pandemic, it has become evident that the vision for the Athletics Center Renovation/Addition project falls far short of the needs of our students, particularly in providing space for wellness programs.

In September 2022, President Cheek and other Senior Leaders participated in the State FY 2024 Capital Budget Hearing with four agencies: the Maryland Department of Budget and Management (DBM), the Maryland Higher Education Commission (MHEC), the Maryland Department of General Services (DGS), and the Maryland Association of Community Colleges (MACC). After discussing the scope and the budget of the existing approved project with them, it became clear that we should step back and propose a larger, more appropriate project scope and budget that will meet the needs of our students going forward. We want to build the right building with the proper funding. We should use the next year to employ a design firm to assist us in developing a revised program for the project that can be submitted to the State for funding. This will give our County partners time to plan for their financial contribution to a revised project scope and increased budget.

Trustees asked questions regarding the planning process and involvement of community partners, incorporating solar energy, and capacity needs post-pandemic. FCC will be requesting an extension from MHEC to complete the new Facilities Master Plan. The Board will be asked to engage in visioning sessions with the planning consultants before Winter Break.

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

ACTION ITEM

Approval of FY 2023 Strategic Priorities – President Cheek presented this item. The College Strategic Plan, *FCC Forward 2020-2025*, expires with the culmination of the College reaccreditation process in FY 2025. It provides the College Mission, Vision, Core Values, four strategic goals, and specific objectives under each strategic goal. The proposed FY 2023 Strategic Priorities were developed by the Senior Leadership Team in consultation with each of their areas and focus on efforts to be completed this year in terms of meeting the objectives of the Strategic Plan. President Cheek provided an overview of the proposed priorities, which are each connected to one of the four strategic goals.

There was robust discussion among Trustees regarding the proposed priorities and how they would be turned into action items and measured for success. For FY 2023, each strategic priority has a Senior Leader assigned. A matrix has been developed to indicate how each aligns with the strategic plan, how they will be measured, and what outcomes will determine success.

President Cheek recommended approval of the FY 2023 Strategic Priorities.

On a motion made by Trustee Luck and seconded by Trustee Fearnow, the Board unanimously approved the FY 2023 Strategic Priorities, as presented.

The approved FY 2023 Strategic Priorities are attached hereto and incorporated herein.

TRUSTEE COMMENTS

Vice Chair Lynch commented that he received incredibly positive feedback from the business community on President Cheek's presentation to the Frederick County Chamber of Commerce Board of Directors. He then encouraged Board members to attend An Artful Evening being held at Frederick Community College on November 5, 2022, which includes live music, an art faculty exhibition, faculty music concert, and Theatre FCC production.

Chair Kimberlin said she also received positive feedback on President Cheek's presentation to the Frederick Rotary Club. Trustee Luck commented that he thought it went well and was most impressive. He added that President Cheek's willingness to just engage in conversation was critical and ignited questions.

Trustee Molesworth echoed these comments in relation to the meeting with our health partners and said there are a lot of opportunities for collaboration. Vice Chair Lynch added that this community is ready for it and the potential exists today more than ever.

Chair Kimberlin recognized the faculty and graduates of the Adult Learners Graduation Ceremony for a heartwarming event. Education Liaison Spiegel also attended and they were both excited and impressed by what they saw. She continued that she is really proud of the work being done at FCC and the sacrifices these students make to reach their goals.

CLOSED SESSION

At 6:10 p.m., the motion was made by Vice Chair Lynch to convene in closed session.

The motion was seconded by Trustee Barber 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; Section 3-305(b)(9) to conduct collective bargaining negotiations or consider matters that relate to the negotiations; 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 Carolyn Kimberlin, Chair; Tom Lynch, Vice Chair; Ellis Barber; Gary Fearnow; Theodore Luck; Dr. April Miller; and Dr. John Molesworth. Also attending in person were President Dr. Annesa Payne Cheek, Secretary/Treasurer of the Board; Edmund O’Meally, PK Law, College legal counsel; Pamela Murphy, Labor Relations Specialist; Marie Billie, Interim VP for Human Resources; Avis Boyd, Chief of Staff to the President; and Kari Melvin, Recording Secretary.

The Board reviewed closed session minutes from August 17, 2022 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 August 17, 2022 closed session minutes.

On a motion made by Vice Chair Lynch and seconded by Trustee Molesworth, the Board unanimously approved the August 17, 2022 closed session minutes, as presented.

The Board obtained legal advice on matters related to potential unionization and collective bargaining strategy and potential positions. No action was taken.

Ms. Murphy left the meeting.

President Cheek provided an update to the Board regarding a personnel matter. No action was taken.

On a motion made by Vice Chair Lynch and seconded by Trustee Luck, the Board unanimously approved to adjourn the closed session at 7:22 p.m.

NEXT MEETING

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

Dr. Annesa Payne Cheek
Secretary/Treasurer

Prepared by Kari Melvin
Office of the President
Frederick Community College

Strategic Goals

FY23 Strategic Priorities

Model educational excellence by designing and delivering student learning experiences, pathways, and programs that increase student access, success, and completion.

- Develop and implement a plan to ensure all prospective and enrolled students are advised appropriately and enrolled in a pathway aligned with their career and/or transfer choice.
- Reduce the racial equity gap in student performance for minoritized populations through the implementation of collegewide and department level interventions and strategies.
- Implement curricular enhancements and explore new workforce development programming that enhance student success and progress through clear and seamless educational pathways.

Support the student learning experience through data-informed enrollment management, responsive programming, and efficient systems.

- Establish a student experience framework and supportive data structure that more effectively and equitably advance student access, success, and completion, including transitions to other institutions and the workforce.
- Develop a plan that ensures for a functional and secure IT environment that advances collegewide goals and objectives.
- Evaluate the pervasiveness and strength of a student-focused culture that advances student progress and success.

Lead the College with excellence, transparency, and accountability.

- Plan and complete the Self-Study Design for the 2025 Self-Study reaccreditation process.
- Assess employee perceptions and satisfaction with aspects of the College climate to identify areas for improvement related to employee well-being and workplace experience.

Ensure the fiscal stability and sustainability of the College.

- Identify the opportunities for partnership with FCPS through the rollout of the Blueprint for Maryland's Future.
- Support the future viability and vibrancy of a safe, accessible and innovative learning and working environment through the completion of the 10-year Facilities Master Plan.
- Enhance the college's ability to advance student access, progress, and success through increased philanthropic support.