



**BOARD OF TRUSTEES
Regular Monthly Meeting**

**Wednesday, April 17, 2024 – 4:30 p.m.
Conference Center (E126AB)**

Zoom Option:

<https://frederick-edu.zoom.us/j/87207038454?pwd=a1RBZ2dWRmNVWTE4ZU6dkhCanBHQT09>

Call-in Option:

Phone Number: 301-715-8592 | Meeting ID: 872 0703 8454 | Passcode: 387286

1. Call to Order

- 2. Approval of Minutes: March 9, 2024 (Board Retreat)
March 20, 2024 (Regular Meeting)**

3. Board & CEO Comments

4. Information/Discussion Items

- * A. Review of Draft Governance Process Policy – Governing Style
- * B. Review of Draft Governance Process Policy – Investment in Governance
- * C. Review of Draft Governance Process Policy – Board Expenses
- * D. Review of Draft Governance Process Policy – Special Rules of Order
- * E. Review of Draft Governance Process Policy – Handling Operational Complaints

5. Action Items

- * A. Approval of Renewal of FY 2025 Group Health/RX, Dental, and Vision Insurance to Aetna and Employer/Employee Contributions
- * B. Approval of Executive Limitations Policy – Access to Education
- * C. Approval of Governance Process Policy – Board Job Contributions
- * D. Approval of Governance Process Policy – Board Linkage with Ownership
- * E. Approval of Governance Process Policy – Board Linkage with External Organizations
- * F. Approval of Governance Process Policy – Board Planning Cycle and Agenda Control

6. Closed Session

The Board of Trustees will hold a public vote to meet in closed session in accordance with the Maryland Open Meetings Act, 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. The topics are: to obtain legal advice related to collective bargaining strategy and potential positions; and review and approval of closed session minutes from March 9, 2024 and March 20, 2024 pursuant to Section 3-306(c)(3)(ii) of the General Provisions Article of the Maryland Annotated Code.

7. Adjournment

NEXT MEETINGS:

Saturday – May 11, 2024

▪ **9:00 a.m. – Board Retreat**

Wednesday – May 22, 2024

▪ **4:30 p.m. – Regular Monthly FCC Board Meeting**

Under the ADA and Section 504, Frederick Community College (FCC) makes every effort to accommodate individuals with disabilities for College-sponsored events and programs. For FCC employees needing accommodations, including interpreting, please email humanresources@frederick.edu. For students and others with accommodation needs or questions, please call 301-846-2408, or to request sign language interpreter services, please email Interpreting@frederick.edu. Sign language interpreters will not be automatically provided for College-sponsored events without a request for services. Requests must be made at least five workdays before a scheduled event to guarantee accommodations.

*Backup documentation is available for this agenda item in the meeting packet.

**BOARD OF TRUSTEES
FREDERICK COMMUNITY COLLEGE**

March 9, 2024

Board Retreat

Chris T. Matthews Board Room (A201)

In attendance:

Trustees Carolyn Kimberlin, Chair; Tom Lynch, Vice Chair; Theodore Luck; Tracey McPherson; Dr. John Molesworth; and Dr. William Reid. Trustee Myrna Whitworth was unable to attend. Also present were President Dr. Annesa Payne Cheek, Secretary/Treasurer of the Board; Avis Boyd, Chief of Staff to the President; Edmund O'Meally, PK Law, College legal counsel; and Kari Melvin, Recording Secretary. Dr. Anne P. Davis, Provost and Vice President (VP) for Teaching, Learning and Student Success, was present for the closed session. Dr. Daniel Phelan, Facilitator, joined after the closed session.

Board Chair Kimberlin convened the retreat at 9:05 a.m.

Closed Session – At 9:06 a.m., the motion was made by Vice Chair Lynch to convene in closed session and approved 6-0-1 by the Board, with Trustee Whitworth absent.

This action was taken in accordance with Maryland's Open Meetings Act, Section 3-305(b)(7) to consult with counsel to obtain legal advice; and Section 3-305(b)(9) to conduct collective bargaining negotiations or consider matters that relate to the negotiations. Attending in person were: Trustees Carolyn Kimberlin, Chair; Tom Lynch, Vice Chair; Theodore Luck; Tracey McPherson; Dr. John Molesworth; and Dr. William Reid. Trustee Myrna Whitworth was unable to attend. Also attending in person were President Dr. Annesa Payne Cheek, Secretary/Treasurer of the Board; Avis Boyd, Chief of Staff to the President; Edmund O'Meally, PK Law, College legal counsel; Dr. Anne P. Davis, Provost and VP for Teaching, Learning and Student Success; and Kari Melvin, Recording Secretary.

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

At 9:29 a.m., the motion was made by Trustee Molesworth to return to open session and approved 6-0-1 by the Board, with Trustee Whitworth absent.

Provost/VP Davis left, and Dr. Phelan joined.

Development of Board Policies – Dr. Phelan led the discussion and development of the following policies: Board Job Contributions and Access to Education.

The Board recessed at 10:30 a.m. and reconvened at 10:40 a.m.

Continued Development of Board Policies – Dr. Phelan led the discussion and development of the following policies: Board Linkage with External Organizations, Board Linkage with Ownership, and Board Planning Cycle and Agenda Control.

The draft policies will be reviewed at the March 20, 2024 regular meeting.

The retreat adjourned at 12:15 p.m.

**Dr. Annesa Payne Cheek
Secretary/Treasurer**

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

DRAFT

**BOARD OF TRUSTEES
FREDERICK COMMUNITY COLLEGE**

**March 20, 2024
Regular Meeting**

The Board of Trustees of Frederick Community College met in regular session on Wednesday, March 20, 2024 in the Conference Center (E126AB). A virtual option to participate was provided. Participating in person were: Trustees Carolyn Kimberlin, Chair; Tom Lynch, Vice Chair; Theodore Luck; Tracey McPherson; Dr. John Molesworth; Dr. William Reid; and Myrna Whitworth.

Also attending in person were President Dr. Annesa Payne Cheek, Secretary/Treasurer of the Board; Janice Spiegel, Special Projects Manager/Budget Office Frederick County Government; Adam Konstas, PK Law, College legal counsel; Avis Boyd, Chief of Staff to the President; Jerry Boyd, Special Assistant to the President for Institutional Effectiveness; Dr. Bridgette Cofield, Vice President (VP) for Talent and Culture; Dr. Anne Davis, Provost and VP for Teaching, Learning and Student Success; Dr. Barbara Larson, Interim VP for Finance and Administration; Deborah Powell, Executive Director for the Office of Institutional Advancement and the FCC Foundation; Dr. Benita Rashaw, Interim VP for Student Affairs; Adam Reno, Interim Chief Information Officer (CIO); Dr. Molly Carlson, Associate Vice President (AVP)/Dean for Continuing Education and Workforce Development; Dr. Renee Davis, AVP, Center for Teaching and Learning; Kathy Francis, AVP/Dean of Mid-Atlantic Center for Emergency Management and Public Safety; Dr. Vell Lyles, AVP for Strategic Enrollment and Innovation; Nichole Pollard, AVP for Student and Financial Support Services; Amy Stake, AVP for Finance; Dr. Sandy McCombe Waller, AVP/Dean of Health, Business, Technology & Science; Michael Anderson, Director of Career and Academic Planning Services; Jeannette Morris, Interim Director of

Financial Aid and Scholarships; Pamela Murphy, Labor Relations Specialist; Esther Slack-Metellus, Support Staff Association (SSA) Executive; Theresa Dorsey, Administrative Coordinator, President's Office; Kari Melvin, Recording Secretary; and other guests.

Participating virtually were Fred Hockenberry, Executive Director of Auxiliaries, Procurement and Special Projects; Deirdre Weilminster, Executive Director of Registration and Records/Registrar; Dr. Kevin Martin, Administrative Staff Association (ASA) Executive; and other guests.

CALL TO ORDER

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

APPROVAL OF MINUTES

Chair Kimberlin called for approval of the minutes of the February 21, 2024 regular meeting.

On a motion made by Trustee Luck, the Board unanimously approved the February 21, 2024 regular meeting minutes, as presented.

BOARD & CEO COMMENTS

Dr. Lauren Lippiello, Assistant Professor, Global Studies/Faculty Advisor, and FCC students Larissa Ahanogbe, Jessica Bransome, Maimouna Diouf, Allison Rhea, and Zoe Theologou joined for this portion of the meeting. President Cheek recognized Dr. Lippiello and the students for their participation in the Model African Union at Howard University in February 2024, which was featured on Voice of America Africa. FCC was the only participating community college. The students each introduced themselves and shared thoughts about the experience, as well as their current program of study and future plans. Trustees congratulated them and all in attendance applauded.

President Cheek then reported that she and Chair Kimberlin will provide testimony to County Executive Jessica Fitzwater in support of the FCC FY 2025 budget request at a hearing later this evening.

CONSENT AGENDA

On a motion made by Trustee Molesworth, the Board unanimously approved the following items, as presented:

- **Approval of Piggyback Contract with Anthology Inc. (Blackboard LMS) for LMS Software & Services Agreement in the amount not to exceed \$356,997.66; Piggyback of the Maryland Education Enterprise Consortium (MEEC) Master LMS Software & Services Agreement #54321**
- **Approval of Piggyback Contract with Sierra-Cedar for IT Professional Consulting Services – PeopleSoft, not to exceed \$235,640; Piggyback of the Maryland Education Enterprise Consortium (MEEC) Contract #91372**

INFORMATION/DISCUSSION ITEMS

Review of Draft Policies – Trustees reviewed and discussed the following draft policies:

- **Executive Limitations Policy – Access to Education**
- **Governance Process Policy – Board Job Contributions**
- **Governance Process Policy – Board Linkage with External Organizations**
- **Governance Process Policy – Board Linkage with Ownership**
- **Governance Process Policy – Board Planning Cycle and Agenda Control**

Edits were identified for Board Job Contributions and Board Linkage with Ownership. The final versions will be presented for approval at the April 17, 2024 Board meeting.

ACTION ITEMS

Approval of FY 2025 Credit Tuition and Fees – The Board of Trustees approved the proposed FY 2025 operating budget on February 21, 2024. The budget includes a 2% increase for in-county, out-of-county and out-of-state tuition rates, a modest increase after three years of no increases. The proposed FY 2025 credit tuition and fees schedule will be effective for Fall 2024 registration (begins on April 22, 2024). While the consolidated service fee and student activity fee are not increasing, increases to some instructional courses to account for expenses in certain high-cost programs and transcript fees are recommended. Tuition and Fees recommended for change were detailed in the Credit Tuition and Fees Schedule provided in the meeting packet.

On a motion made by Trustee Molesworth, the Board unanimously approved the FY 2025 Credit Tuition and Fees, as presented.

Approval of Health Sciences Associate of Science (A.S.) Degree – This transfer degree program has been approved by the Curriculum Committee, Provost, and President and is being presented to the Board of Trustees for approval and will offer two areas of concentration: Exercise Science and Public Health Science. The Maryland Higher Education Commission (MHEC) Academic Program Proposal was included in the meeting packet. Once approved by the Board of Trustees, it will be submitted to the MHEC for approval.

On a motion made by Vice Chair Lynch, the Board unanimously approved the Health Sciences Associate of Science (A.S.) Degree, as presented.

Approval of Exercise Science Area of Concentration (AOC) within the Health Sciences Associate of Science (A.S.) Degree – This AOC has been approved by the Curriculum Committee, Provost, and President and is being presented to the Board of

Trustees for approval and will fall under the new proposed Health Sciences A.S. degree program. The area of concentration allows students to focus their studies on a more specific path in Exercise Science. The MHEC Academic Program Proposal was included in the meeting packet. Once approved by the Board of Trustees, it will be submitted to the MHEC for approval.

On a motion made by Trustee Luck, the Board unanimously approved the Exercise Science Area of Concentration (AOC) within the Health Sciences Associate of Science (A.S.) Degree, as presented.

Approval of Public Health Science Area of Concentration (AOC) within the Health Sciences Associate of Science (A.S.) Degree – This AOC has been approved by the Curriculum Committee, Provost, and President and is being presented to the Board of Trustees for approval and will fall under the new proposed Health Sciences A.S. degree program. The area of concentration allows students to focus their studies on a more specific path in Public Health. The MHEC Academic Program Proposal was included in the meeting packet. Once approved by the Board of Trustees, it will be submitted to the MHEC for approval.

On a motion made by Trustee Reid, the Board unanimously approved the Public Health Science Area of Concentration (AOC) within the Health Sciences Associate of Science (A.S.) Degree, as presented.

Approval of Tactical Strength and Conditioning Certificate – This certificate has been approved by the Curriculum Committee, Provost, and President and is being presented to the Board of Trustees for approval. There are no similar programs in Maryland and only two exist nationally. The MHEC Academic Program Proposal was

included in the meeting packet. Once approved by the Board of Trustees, it will be submitted to the MHEC for approval.

On a motion made by Vice Chair Lynch, the Board unanimously approved the Tactical Strength and Conditioning Certificate, as presented.

CLOSED SESSION

At 5:33 p.m., the motion was made by Vice Chair Lynch to convene in closed session 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; Theodore Luck; Tracey McPherson; Dr. John Molesworth; Dr. William Reid; and Myrna Whitworth. Also attending in person were President Dr. Annesa Payne Cheek, Secretary/Treasurer of the Board; Adam Konstas, PK Law, College legal counsel; Avis Boyd, Chief of Staff to the President; Dr. Bridgette Cofield, VP for Talent and Culture; Dr. Anne Davis, Provost and VP for Teaching, Learning and Student Success; Dr. Barbara Larson, Interim VP for Finance and Administration; Pamela Murphy, Labor Relations Specialist; and Kari Melvin, Recording Secretary.

The Board reviewed closed session minutes from February 21, 2024.

On a motion made by Trustee Reid, the February 21, 2024 closed session minutes were unanimously approved.

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

VP Cofield, Provost/VP Davis, Interim VP Larson, and Labor Relations Specialist Murphy left the meeting.

The evaluation of the President was discussed. No action was taken.

The meeting adjourned at 6:26 p.m.

NEXT MEETING

The next regular meeting of the Board will be held on Wednesday, April 17, 2024.

**Dr. Annesa Payne Cheek
Secretary/Treasurer**

Prepared by Kari Melvin
Office of the President
Frederick Community College



FCC BOARD OF TRUSTEES POLICY

Policy Type: Governance Process

Policy Title: Governing Style

Policy Number: GP-X

Date Adopted: XX.XX.XX

Version: 1.0

Date Last Reviewed: XX.XX.XX

Office Responsible: President's Office

Reviewing Committee: Board of Trustees

The Frederick Community College Board of Trustees will govern lawfully, with an emphasis on outward vision, a commitment to obtaining Ownership input, the encouragement of diversity of viewpoints, strategic leadership, clear distinction of Board and President roles, collective decision-making, and a proactive, future-focus. This means the Board will not be preoccupied with the present or past, or with internal, administrative, or operational detail. The Board, however, should always remain cognizant of and educate new members about present and past milestones to ensure that lessons of the past are not lost as they may and should impact future planning and vision.

1. The Board will cultivate a sense of group responsibility. The Board shall be responsible for excellence in governing. The Board will initiate policy, not merely react to President initiatives. The Board will use the expertise of individual Trustees, and the President to enhance the ability of the Board, as a body, to make policy, rather than to substitute their individual judgments for the group's values.
2. The Board will direct, control, and inspire the organization through the careful establishment of broad written policies reflecting the Owners' values and perspectives. The Board's major policy focus will be on the intended long-term results to be produced for all stakeholders in the organization, including employees, students and the community they serve, and not on the administrative or operational means of attaining those results.
3. Each Trustee shall exercise self-discipline that is needed in order to govern with excellence. Self-discipline will apply to matters such as attendance, preparation for meetings, policy-making principles, respect of roles, Board behavior, regular self-evaluation, and ensuring the continuity of governance capability. Although the Board can change its governance process policies at any time, it will scrupulously observe those policies currently in force.

4. The Board will not allow any Trustee of the Board to hinder or be an excuse for not fulfilling Board obligations.

DRAFT

Date Of Change	Version	Description of Change	Responsible Party
XX	1.0	First release following Policy Governance consulting work.	President

DRAFT



FCC BOARD OF TRUSTEES POLICY

Policy Type: Governance Process

Policy Title: Investment in Governance

Policy Number: GP-X

Date Adopted: XX.XX.XX

Version: 1.0

Date Last Reviewed: XX.XX.XX

Office Responsible: President's Office

Reviewing Committee: Board of Trustees

Consistent with its commitment to excellence in Policy Governance, the Frederick Community College Board of Trustees will invest in its governance capacity.

1. All new and existing Trustees shall be provided with training and access to information that clearly details the role of the Board and the Board's expectations of a Trustee, including the Policy Governance methodology, and provided a copy of Board policies.
2. Board skills, methods, and support will be sufficient to ensure governing with excellence.
 - 2.1. New Trustees shall receive a complete orientation to ensure familiarity with the organization's history, issues and structure and the Board's governance process.
 - 2.2. Trustees shall have ongoing opportunities for and be encouraged to pursue continued education to enhance their Policy Governance capabilities.
 - 2.3. Outreach mechanisms will be used as needed to ensure the Board's ability to listen to Owners' viewpoints and values.
 - 2.4. Outside monitoring assistance will be arranged and available as needed so that the Board can exercise sufficient control over organizational performance. This includes, but is not limited to, access to professional assistance as deemed necessary, including accounting experts capable to conduct a fiscal audit.
3. Costs will be prudently incurred, though not at the expense of endangering the development and maintenance of superior governance capability.
 - 3.1. The Board, in consultation with executive leadership, and as part of the institution's annual budgeting process, shall establish an annual budget for its own governance

and related functions, which shall include funds for Board meeting costs; Board education and orientation; costs of a fiscal audit, legal counsel, and any other outside monitoring assistance required; and costs of methods such as focus groups, surveys and opinion analyses to ensure the Board's ability to listen to Owner viewpoints and values, professional development, travel, etc. The Board shall be accountable for the use of this budget.

4. The Board will use its governance means policies (Governance Process Policy) as measurable standards against which the Board's performance can be evaluated.
 - 4.1. The Board will evaluate and discuss the Board's process and performance at each meeting.
 - 4.2. Under the leadership of the Board Chair, the Board will conduct self-evaluation on an ongoing basis, and at least annually a self- evaluation with such facilitation as may be deemed appropriate. As a result of this evaluation, the Board will establish a governance action plan for improving any identified areas.
 - 4.2.1. The Board will regularly monitor its adherence to its Governance Process and Board-CEO Delegation policies. Upon the choice of the Board, policy adherence or compliance may be monitored at any time. However, at minimum, the Board will undertake such self-monitoring and evaluation according to an established schedule.

Date Of Change	Version	Description of Change	Responsible Party
XX	1.0	First release following Policy Governance consulting work.	President

DRAFT



FCC BOARD OF TRUSTEES POLICY

Policy Type: Governance Process

Policy Title: Board Expenses

Policy Number: GP-X

Date Adopted: XX.XX.XX

Version: 1.0

Date Last Reviewed: XX.XX.XX

Office Responsible: President's Office

Reviewing Committee: Board of Trustees

As provided by §16-407(c) of the Education Article, Maryland Annotated Code, each member of the Board is entitled to \$500 a year for expenses. Additionally, Board members may be reimbursed for reasonable, necessary, and approved expenses incurred while traveling on official College business per College administrative policy. This may include, but is not limited to, conferences and professional development activities.

Date Of Change	Version	Description of Change	Responsible Party
XX	1.0	First release following Policy Governance consulting work.	President

DRAFT



FCC BOARD OF TRUSTEES POLICY

Policy Type: Governance Process

Policy Title: Special Rules of Order

Policy Number: GP-X

Date Adopted: XX.XX.XX

Version: 1.0

Date Last Reviewed: XX.XX.XX

Office Responsible: President's Office

Reviewing Committee: Board of Trustees

The Frederick Community College Board of Trustees meetings will be conducted in an orderly, effective process, led and defined by the Board Chair/Chief Governance Officer (CGO).

1. All legal requirements and by-law obligations respecting Board meetings must be satisfied.
2. Board meetings shall be called to order at the time specified in the meeting notice and upon satisfaction of a quorum.
3. Trustees will not present an item for action or discussion at a Board meeting if it is not on the agenda, unless otherwise approved by a majority vote of the Board and if permitted by law.
4. Meeting order and decorum shall be maintained, and all members shall be treated with dignity, respect, courtesy, and fairness during discussion and debate and in all other respects.
5. Trustees must keep their comments relevant to the issue under consideration.
6. Board meetings will be conducted at a level of informality considered appropriate by the Board Chair.
7. Board decisions will be made based on consensus to the extent possible.
 - 7.1. Where consensus is not possible or where required by law whether or not consensus exists (for instance, procurement decisions), proposals that the Board take action, or decide a particular matter, shall be made by main motion of a Trustee, discussed,

and then voted on. Motions do not require a second to proceed to discussion and subsequent vote.

- 7.2. To the same extent as any Board member, the Chair may make motions, engage in debate, and vote on any matter to be decided.
- 7.3. A main motion may be amended only once.
- 7.4. A motion to refer to a committee, postpone, or table may be made regarding a pending main motion. If carried, it shall set the main motion (the initial proposal) aside accordingly.
8. Trustees may speak to a pending motion on as many occasions and at such length as the Chair may reasonably allow.
9. A vote on a motion shall be taken when the discussion ends. but any Trustee may, during debate, move for an immediate vote (close debate) which, if carried, shall end the discussion, and the vote on the main motion shall then be taken.
10. A decision to discontinue the Board's use of Policy Governance can occur only by a supermajority (i.e., Two-thirds) vote of the entire Board (i.e., Five members of the Board).
11. Board decisions about policies and revisions to policies will be considered first by the Board members assigned for pre-review of the policies, with the second reading occurring during the actual Board meeting. If approved, it has immediate effect, unless the Policy, by its terms, has an implementation or transition schedule or a deferred effective date.
12. A motion to adjourn a Board meeting may be offered by any Trustee, or, on the conclusion of all business, the Chair may declare adjournment of the meeting.
13. When the Board is to develop further rules of order, it will consider Robert's Rules of Order for Small Boards & Assemblies as a resource guide.

Date Of Change	Version	Description of Change	Responsible Party
XX	1.0	First release following Policy Governance consulting work.	President

DRAFT



FCC BOARD OF TRUSTEES POLICY

Policy Type: Governance Process

Policy Title: Handling Operational Complaints

Policy Number: GP-X

Date Adopted: XX.XX.XX

Version: 1.0

Date Last Reviewed: XX.XX.XX

Office Responsible: President's Office

Reviewing Committee: Board of Trustees

To ensure that the Frederick Community College Board of Trustees fulfills its accountability to the Ownership, but does not interfere in matters it has delegated to the President, the following process shall be followed in the case of a Trustee receiving a complaint from any individual regarding an operational matter.

1. The Trustee shall not offer any evaluative comments or solutions to the individual bringing the concern.
2. The Trustee will direct the complainant to the Office of the President.
3. The Trustee shall inform the President of the complaint and complainant. The President will follow up with the Trustee regarding the outcome of the matter with the individual.
4. If the Trustee believes the complaint rises to the level of a Board policy violation, the Trustee will follow the Board's policy on Handling Alleged Policy Violations.

Date Of Change	Version	Description of Change	Responsible Party
XX	1.0	First release following Policy Governance consulting work.	President

DRAFT



To: Dr. Annesa Payne Cheek, President
Frederick Community College Board of Trustees

From: Dr. Bridgette N. Cofield, JD, SPHR

Date: April 17, 2024

Subject: Action Item
Approval of Renewal of FY 2025 Group Health/RX, Dental, and Vision Insurance to Aetna and Employer/Employee Contributions

OVERVIEW

This proposal summarizes the recommended healthcare renewal for FCC employees. FCC healthcare is administered on a fiscal year calendar, July 1 through June 30. Aetna has been the provider for FCC's healthcare benefit plan since July 1, 2021. It is recommended that the College remain with Aetna for FY 2025.

See attached for recommended FY 2025 premiums for the health/RX, dental, and vision insurance plans with Aetna including the employer and employee contributions.

ANALYSIS

- The healthcare benefit package is offered to approximately 450 employees (all full-time employees, part-time support staff and part-time administrators). For FY 2025, the annual cost to the College (including employer contributions to the HSA and the employee opt-out incentive) is estimated to be \$5,947,497 compared to the FY 2024 estimate of \$5,062,342 (represents a \$885,155 or 17% increase). Currently, 133 employees waive health plan coverage.
- Healthcare benefits at FCC include the following:
 - Medical insurance
 - Dental insurance
 - Vision care insurance
- This year, the College partnered with PSA Insurance & Financial Services, an insurance brokerage and risk management firm, to help facilitate the annual insurance renewal process and negotiate premium increases.

- PSA successfully negotiated an increase of 16.6% for the group health/RX plan (Aetna initially proposed an increase of 38.2%) and an increase of 3% for the dental plan (Aetna initially proposed an increase of 17%). There was no proposed rate increase for the vision plan.
- For FY 2025, the College will continue to offer two health insurance plans, a high deductible plan and an in-network plan. For the high deductible plan, the College contributes \$1,500 for employee only coverage and \$3,000 for family coverage to the employee's Health Savings Account (HSA).
- For employees who do not elect the FCC health insurance coverage, the College pays an opt-out incentive of \$3,600 per year to full-time employees and \$1,800 per year to part-time employees.

RECOMMENDATION

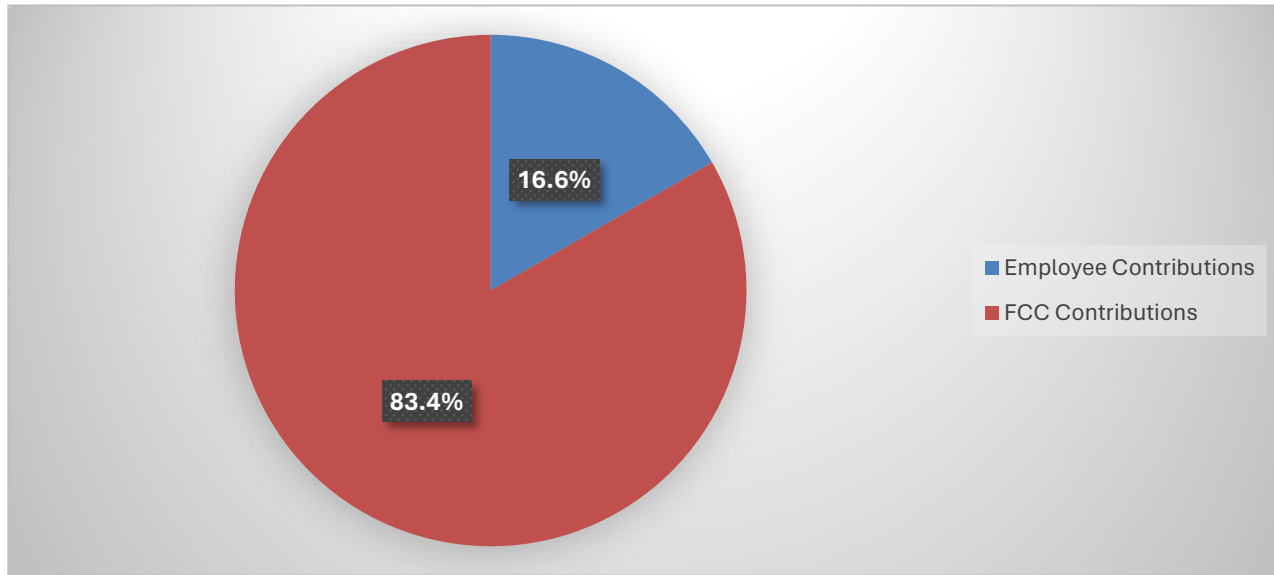
Recommend approval of Aetna group Health/RX, dental, and vision insurance proposal for FY 2025, including the opt-out incentive and the employer/employee contributions outlined in the attached.

ATTACHMENT(S)

Renewal of Group Health FY25 - Tables

ESTIMATED FY 2025 HEALTH INSURANCE TOTAL COSTS

\$7,135,503



Total Premium to AETNA (Employer and Employee)	\$	6,319,532.64	
+Employer Contribution to HSA/In-Network Plan	\$	400,170.00	
+Employer Opt-Out payments to employees	\$	415,800.00	
Total Health Insurance Cost*	\$	7,135,502.64	
<u>Less Employee Contributions</u>	<u>\$</u>	<u>(1,188,005.17)</u>	16.6%
Total Employer Estimated Cost for FY 2025	\$	5,947,497.47	83.4%
Total Employer Estimated Cost for FY 2024	\$	5,062,341.89	
Increase from FY 2024 to FY 2025	\$	885,155.57	

*Based on estimates provided with rates

Monthly Health/RX Rates for Full-Time Employees

Coverage	FY 2024 Net Employee Rate	FY 2025 Net Employee Rate	Increase per month	Increase per Pay Period	Percentage Increase
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AETNA-In-Network

Employee	\$ -	\$ -			
Employee + Adult	\$ 413.27	\$ 484.70	\$ 71.43	\$ 35.71	17.28%
Employee + Child(ren)	\$ 334.61	\$ 391.75	\$ 57.14	\$ 28.57	17.08%
Family	\$ 732.28	\$ 853.69	\$ 121.41	\$ 60.70	16.58%

AETNA-High Deductible

Employee	\$ -	\$ -	\$ -		
Employee + Adult	\$ 384.95	\$ 448.78	\$ 63.83	\$ 31.91	16.58%
Employee + Child(ren)	\$ 307.97	\$ 359.04	\$ 51.07	\$ 25.53	16.58%
Family	\$ 654.44	\$ 762.95	\$ 108.51	\$ 54.25	16.58%

Monthly Health/RX Rates for Part-Time Employees

Coverage	FY 2024 Net Employee Rate	FY 2025 Net Employee Rate	Increase per month	Increase per Pay Period	Percentage Increase
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AETNA-In-Network

Employee	\$ 427.92	\$ 500.54	\$ 72.62	\$ 36.31	16.97%
Employee + Adult	\$ 1,116.92	\$ 1,303.50	\$ 186.58	\$ 93.29	16.70%
Employee + Child(ren)	\$ 966.61	\$ 1,130.40	\$ 163.79	\$ 81.90	16.95%
Family	\$ 1,606.50	\$ 1,872.86	\$ 266.36	\$ 133.18	16.58%

AETNA - High Deductible

Employee	\$ 399.23	\$ 465.42	\$ 66.19	\$ 33.10	16.58%
Employee + Adult	\$ 1,013.51	\$ 1,181.55	\$ 168.04	\$ 84.02	16.58%
Employee + Child(ren)	\$ 890.67	\$ 1,038.35	\$ 147.68	\$ 73.84	16.58%
Family	\$ 1,443.55	\$ 1,682.89	\$ 239.34	\$ 119.67	16.58%

Frederick Community College
7/1/24 - 6/30/25 Plan Year Employee/Employer Contributions
Health/RX, Dental, and Vision Insurance
for Full-Time Employees

Health/RX Coverage: AETNA

Coverages	Elections	Monthly Rates			Employee Per Pay Rates	
		FY25 Monthly Premium	Employer Rate	Employee Rate	10 Months (20 Pays)	12 Months (24 Pays)
AETNA - In-Network						
Full-time	Employee	\$1,021.17	\$1021.17	\$0.00	\$0.00	\$0.00
	Employee + Adult	\$2,089.67	\$1,676.40	\$413.27	\$247.96	\$206.64
	Employee + Child(ren)	\$1,875.96	\$1,541.35	\$334.61	\$200.77	\$167.31
	Family	\$2,837.53	\$2,105.25	\$732.28	\$439.37	\$366.14
AETNA - High Deductible*						
Full-time	Employee	\$930.83	\$930.83	\$0.00	\$0.00	\$0.00
	Employee + Adult	\$1,885.68	\$1,500.73	\$384.95	\$230.97	\$192.48
	Employee + Child(ren)	\$1,694.74	\$1,386.77	\$307.97	\$184.78	\$153.99
	Family	\$2,554.13	\$1,899.69	\$654.44	\$392.66	\$327.22

*FCC provides a contribution of \$1,500 for Employee only coverage or \$3,000 for Employee plus family member coverage to a Health Savings Account (HSA). This contribution is prorated for anyone who joins the health plan once the new plan year has started.

Full-time employees who opt-out of the health insurance coverage are eligible for an opt-out incentive of \$300 per month. This opt-out incentive payment is taxable. In order to opt-out, the employee must provide proof of other insurance coverage, such as insurance ID card, certificate of coverage, or letter from an employer verifying insurance coverage.

Note: Employees who elect the Open Access Plus High Deductible health plan and later in the plan year terminate their coverage are NOT eligible for the Opt-Out payment.

Dental Coverage: AETNA

Coverages	Elections	Monthly Rates			Employee Per Pay Rates	
		FY24 Monthly Premium	Employer Rate	Employee Rate	10 Months (20 Pays)	12 Months (24 Pays)
Full-Time	Employee	\$38.11	\$28.58	\$9.53	\$5.72	\$4.76
	Employee + Adult	\$75.82	\$28.58	\$47.24	\$28.34	\$23.62
	Employee + Child(ren)	\$89.59	\$28.58	\$61.01	\$36.60	\$30.50
	Family	\$127.30	\$28.58	\$98.72	\$59.23	\$49.36

Vision Coverage: AETNA

Coverages	Elections	Monthly Rates			Employee Per Pay Rates	
		FY24 Monthly Premium	Employer Rate	Employee Rate	10 Months (20 Pays)	12 Months (24 Pays)
Full-Time	Employee	\$5.31	\$3.98	\$1.33	\$0.80	\$0.66
	Employee + Adult	\$10.09	\$3.98	\$6.11	\$3.66	\$3.05
	Employee + Child(ren)	\$10.63	\$3.98	\$6.65	\$3.99	\$3.32
	Family	\$15.62	\$3.98	\$11.64	\$6.98	\$5.82

Frederick Community College
7/1/24 - 6/30/25 Plan Year Employee/Employer Contributions
Medical/RX, Dental, and Vision Insurance
for Part-time Employees
(Working at least 17.5 hrs/week but less than 35 hrs/week)

Health/RX Coverage: AETNA

Coverages	Elections	Monthly Rates			Employee Per Pay Rates	
		FY24 Monthly Premium	Employer Rate	Employee Rate	10 Months (20 Pays)	12 Months (24 Pays)
AETNA - In-Network						
Part-time	Employee	\$1,021.17	\$520.64	\$500.54	\$300.32	\$250.27
	Employee + Adult	\$2,089.67	\$786.17	\$1,303.50	\$782.10	\$651.75
	Employee + Child(ren)	\$1,875.96	\$745.56	\$1,130.40	\$678.24	\$565.20
	Family	\$2,837.53	\$964.68	\$1,872.86	\$1123.71	\$936.43
AETNA - High Deductible*						
Part-time	Employee	\$930.83	\$465.42	\$465.42	\$279.25	\$232.71
	Employee + Adult	\$1,885.68	\$704.13	\$1181.55	\$708.93	\$590.78
	Employee + Child(ren)	\$1,694.74	\$656.39	\$1038.35	\$623.01	\$519.17
	Family	\$2,554.13	\$871.24	\$1682.89	\$1009.73	\$841.45

*FCC provides a contribution of \$1,500 for Employee only coverages or \$3,000 for Employee plus family member coverage to a Health Savings Account (HSA). This contribution is prorated for anyone who joins the health plan once the new plan year has started.

Part-time employees who Opt-Out of the health insurance coverage are eligible for an opt-out incentive of \$150 per month. This opt-out incentive is taxable. In order to opt out, the employee must provide proof of other insurance coverage, such as insurance ID card, certificate of coverage, or letter from an employer verifying insurance coverage.

Note: Employees who elect the Open Access Plus High Deductible health plan and later in the plan year terminate their coverage are NOT eligible for the Opt-Out payment.

Dental Coverage: AETNA

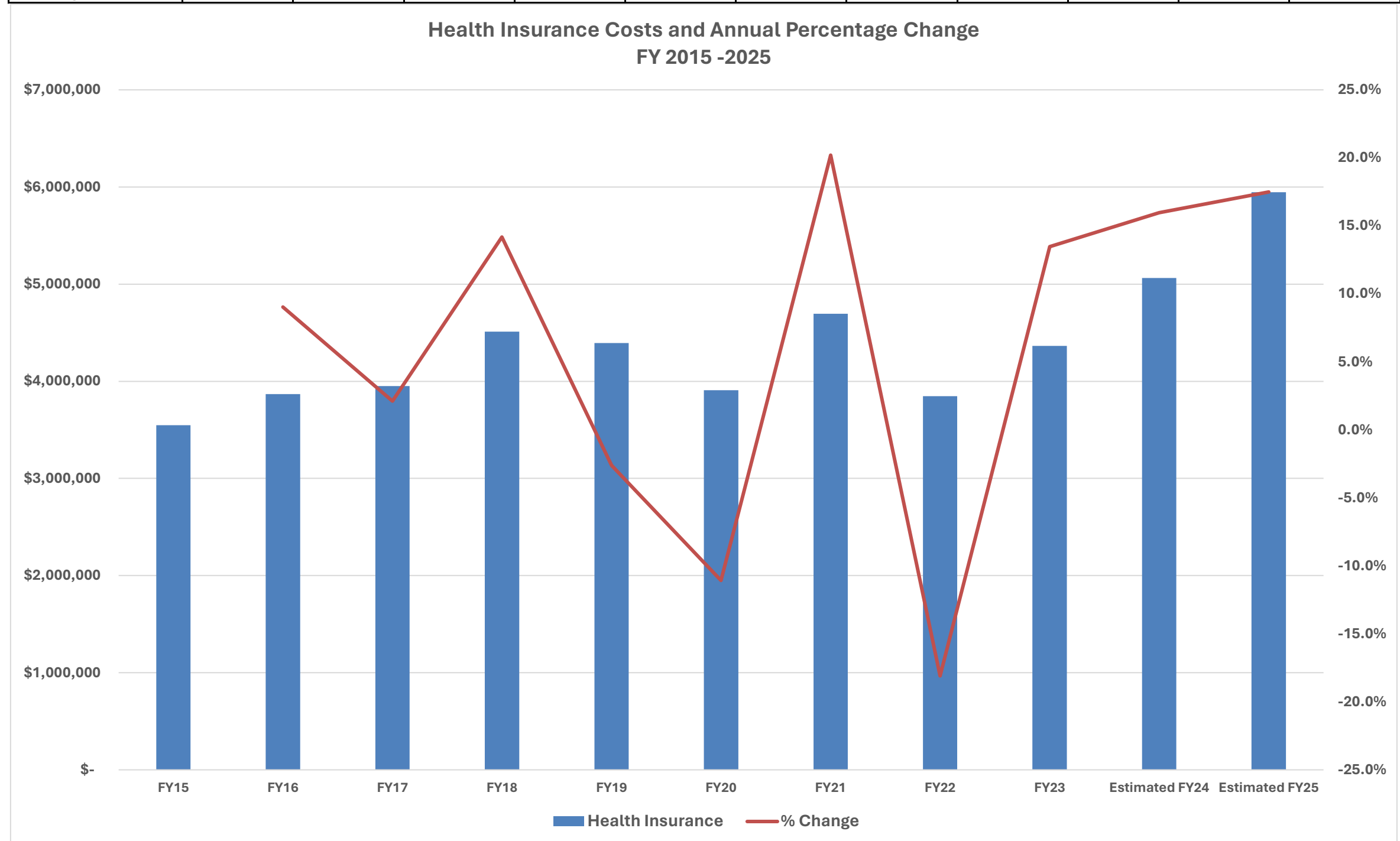
Coverages	Elections	Monthly Rates			Employee Per Pay Rates	
		FY24 Monthly Premium	Employer Rate	Employee Rate	10 Months (20 Pays)	12 Months (24 Pays)
Full-Time	Employee	\$38.11	\$28.58	\$9.53	\$5.72	\$4.76
	Employee + Adult	\$75.82	\$28.58	\$47.24	\$28.34	\$23.62
	Employee + Child(ren)	\$89.59	\$28.58	\$61.01	\$36.60	\$30.50
	Family	\$127.30	\$28.58	\$98.72	\$59.23	\$49.36

Vision Coverage: AETNA

Coverages	Elections	Monthly Rates			Employee Per Pay Rates	
		FY24 Monthly Premium	Employer Rate	Employee Rate	10 Months (20 Pays)	12 Months (24 Pays)
Full-Time	Employee	\$5.31	\$3.98	\$1.33	\$0.80	\$0.66
	Employee + Adult	\$10.09	\$3.98	\$6.11	\$3.66	\$3.05
	Employee + Child(ren)	\$10.63	\$3.98	\$6.65	\$3.99	\$3.32
	Family	\$15.62	\$3.98	\$11.64	\$6.98	\$5.82

FREDERICK COMMUNITY COLLEGE
FY 2015-2025 Health Care Trends
 (Includes FCC's contribution for medical, dental, and vision insurance premiums plus
 the opt-out health insurance and health savings account (HSA) paid benefits)

	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	Estimated FY24	Estimated FY25
Health Insurance	\$ 3,548,830	\$ 3,869,116	\$ 3,951,282	\$ 4,511,281	\$ 4,393,712	\$ 3,907,129	\$ 4,696,301	\$ 3,846,762	\$ 4,364,979	\$ 5,062,342	\$ 5,947,497
% Change		9.0%	2.1%	14.2%	-2.6%	-11.1%	20.2%	-18.1%	13.5%	16.0%	17.5%





FCC BOARD OF TRUSTEES POLICY

Policy Type: Executive Limitations

Policy Title: Access to Education

Policy Number: EL-8

Date Adopted: 4.17.2024

Version: 1.0

Date Last Reviewed: 4.17.2024

Office Responsible: President's Office

Reviewing Committee: Board of Trustees

The President shall not allow conditions that unnecessarily restrict student or potential student access to education.

Further, without limiting the scope of the above statement by the following list, the President shall not:

1. Cause or allow the setting of tuition and/or fees that do not provide for a reasonable balance of fiscal responsibility between students and taxpayers, that do not consider County and State appropriations, forecasted enrollment, major strategic initiatives, requirements for total cost recovery, or a contribution to the overhead of the College.
2. Fail to communicate to students and potential students plans for future tuition and/or fee increases to allow students to do financial planning.
3. Be without a consistent method that provides for appropriate recognition of prior learning and/or demonstrated competency obtained outside of Frederick Community College provided educational programs.
4. Permit academically qualified students from historically marginalized backgrounds, those with disabilities, or those with insufficient economic means to be without a supportive environment that enables them to complete their educational programs, while also not compromising academic standards, wherever possible.
5. Permit activities, circumstances, or decisions that jeopardize the ability of students to enroll in and complete available courses, programs, or assessments, or to obtain the instructional hours required to complete their program of study.

Date Of Change	Version	Description of Change	Responsible Party
4.17.2024	1.0	First release following Policy Governance consulting work.	President



FCC BOARD OF TRUSTEES POLICY

Policy Type: Governance Process

Policy Title: Board Job Contributions

Policy Number: GP-4

Date Adopted: 4.17.2024

Version: 1.0

Date Last Reviewed: 4.17.2024

Office Responsible: President's Office

Reviewing Committee: Board of Trustees

As an informed agent of the Ownership (the residents of Frederick County), the Frederick Community College Board of Trustees' specific responsibilities are those that ensure appropriate organizational performance.

Accordingly, the Board has direct responsibility to:

1. Create the link between the Owners and the College.
2. Create written governing policies that address the broadest levels of all organizational decisions and situations:
 - 2.1. Ends: What good or benefit the organization is to produce, for which recipients, at what value.
 - 2.2. Executive Limitations: Constraints on executive authority that establish the boundaries of prudence and ethics within which all executive activity and decisions must take place.
 - 2.3. Governance Process: Specification of how the Board conceptualizes, carries out, and monitors its own performance of its responsibilities.
 - 2.4. Board-CEO Delegation: How authority is delegated and its proper use monitored, including the President's role, authority, and accountability.
3. Provide assurance of organizational performance on Ends and Executive Limitations.
 - 3.1. Continuity of the President's role and function.

- 3.2. Structured monitoring of the President as outlined in Board-CEO Delegation policies.
4. Have ongoing awareness of federal, state, and local governmental bodies, as well as with other public and private organizations, regarding the immediate and prospective requisites of the College in fulfilling its Ends.
 - 4.1. The Board shall engage in an annual strategic exercise to ascertain and prioritize the College's requirements for representation and advocacy before governmental bodies, as well as public and private institutions.
 - 4.2. When deliberating on whether to endorse proposals (or proposed initiatives) submitted by governmental entities, public organizations, or private sector entities, the Board shall apply the following evaluative criteria:
 - 4.2.1. The likelihood of the proposed initiative impeding the College's ability to achieve the stated Ends.
 - 4.2.2. The potential ramifications of the proposed action on the long-term strategic interests of the College.
 - 4.2.3. The possibility that the proposed initiative could infringe upon, and/or dilute the CEO's vested authority in managing operational Means decisions.
 - 4.2.4. The maintenance of political neutrality, not adopting political positions or endorsing political candidates.
5. At all times, have at least two (2) Trustees who have completed the Maryland Open Meetings Act Training conducted by the Maryland Attorney General's Office, and evidenced by a certificate of completion. All Trustees are encouraged to complete the training no later than the end of their first year as a Trustee.
 - 5.1. The Chair is the designated member under the Maryland Open Meetings Act who is required to attend an open meeting where the Board of Trustees votes to hold a closed session.
 - 5.2. In the Chair's absence, the Vice Chair is the designated member under the Maryland Open Meetings Act who is required to attend an open meeting where the Board of Trustees votes to hold a closed session.
 - 5.3. In the absence of the Chair and Vice Chair, any other Trustee who has taken the training may serve as the designated member under the Maryland Open Meetings Act who is required to attend an open meeting where the Board of Trustees votes to hold a closed session.
6. Without compromising legal privileges and confidentiality, provide a transparent process of review and disclosure that enhances owner and stakeholder confidence in the organization's legal counsel and auditor utilization.

- 6.1. The Board may at its discretion engage in additional options to assist the Board in its decision-making, including but not limited to, appointment, compensation and oversight of the College attorney; designation of specific area(s), if any, of legal focus; and liaison with legal counsel on behalf of Board.
- 6.2. The Board may at its discretion engage in additional options to assist the Board in its decision-making, including but not limited to, appointment, compensation and oversight of the College auditor; designation of specific area(s), if any, of financial areas of focus; and liaison with the auditor on behalf of Board.

Date Of Change	Version	Description of Change	Responsible Party
4.17.2024	1.0	First release following Policy Governance consulting work.	President



FCC BOARD OF TRUSTEES POLICY

Policy Type: Governance Process

Policy Title: Board Linkage with Ownership

Policy Number: GP-5

Date Adopted: 4.17.2024

Version: 1.0

Date Last Reviewed: 4.17.2024

Office Responsible: President's Office

Reviewing Committee: Board of Trustees

The Owners of Frederick Community College are defined as the residents of Frederick County. The Frederick Community College Board of Trustees shall be accountable for the organization to its Owners as a whole. Trustees shall act on behalf of the Owners as a whole, rather than being advocates for specific geographic areas, individuals, ethnic groups or other interest groups.

1. When making governance decisions, Trustees shall maintain a distinction between their personal interests and those as fiduciaries and members of the Board, as well as their obligation to speak for others as a representative of the Owners as a whole. As the agent of the Owners, the Board is obligated to identify and know what the Owners want and need.
2. The Board shall educate itself by reviewing available information reflecting the diversity of the Ownership. It shall meet with, gather input from, and otherwise interact with Owners in order to understand the diversity of their values and perspectives.
3. The Board will establish and maintain a three-year Ownership linkage planning cycle, in order to ensure that the Board has intentional and constructive dialogue and deliberation with the Owners, primarily around the organization's Ends. The plan will include selection of representative Owners for dialogue, methods to be used, and questions to be asked of the Owners. The information obtained from this dialogue with Owners will be used to inform the Board's policy deliberations.
 - 3.1. All Trustees are accountable to the Board for participating in the linkage with Owners as identified in the plan.
4. The Board will consider its Ownership linkage successful if, to a continually increasing degree:

- 4.1. When developing or revising Ends, the Board has access to diverse viewpoints that are representative of the Ownership regarding what benefits this organization should provide, for whom, and the relative priority of those benefits.
- 4.2. The Owners are aware that the Board is interested in their perspective, as Owners and not as customers.
- 4.3. If asked, the Owners would say that they have had opportunity to let the Board know their views.
- 4.4. The Owners are made aware of how the Board has used the information they provided.
- 4.5. The outcomes of the deliberations with the Owners are policy related matters rather than operational or customer-based matters.

Date Of Change	Version	Description of Change	Responsible Party
4.17.2024	1.0	First release following Policy Governance consulting work.	President



FCC BOARD OF TRUSTEES POLICY

Policy Type: Governance Process

Policy Title: Board Linkage with External Organizations

Policy Number: GP-6

Date Adopted: 4.17.2024

Version: 1.0

Date Last Reviewed: 4.17.2024

Office Responsible: President's Office

Reviewing Committee: Board of Trustees

The Frederick Community College Board of Trustees shall identify other organizations with which it requires good working relationships in order to share and enhance its role as Owner representative in determining the most appropriate Ends.

1. The Board shall establish mechanisms for maintaining open communication with federal, state, and local governing bodies as well as other public and private entities regarding Ends. Such mechanisms may include, but are not limited to:
 - 1.1. Inviting representatives of those organizations to Board meetings
 - 1.2. Meeting jointly with other Boards on occasion
2. For organizational memberships relevant to governance, the Board shall consider the merits of membership in other organizations annually.

Date Of Change	Version	Description of Change	Responsible Party
4.17.2024	1.0	First release following Policy Governance consulting work.	President



FCC BOARD OF TRUSTEES POLICY

Policy Type: Governance Process

Policy Title: Board Planning Cycle and Agenda Control

Policy Number: GP-7

Date Adopted: 4.17.2024

Version: 1.0

Date Last Reviewed: 4.17.2024

Office Responsible: President's Office

Reviewing Committee: Board of Trustees

To accomplish its responsibilities with a governance style consistent with Frederick Community College Board of Trustees' policies, the Board will develop and follow a multi-year cycle that includes all elements of the Board's work.

1. The Board shall maintain control of its own agenda by developing an annual schedule based on the multi-year cycle.
 - 1.1. Review of the Ends in a timely fashion which allows the President to build a budget based on accomplishing a one-year segment of the Board's most recent statement of long-term Ends.
 - 1.2. Linkage with the Ownership (the residents of Frederick County) to gain a representative mix of Owner values, perceptions and expectations, prior to the above review.
 - 1.3. Education and professional development related to development and revision of Ends. The Board will consider including environmental scanning, review of professional articles and publications, conference attendance, participation in presentations by thought leaders or experts, and activities which develop strategic foresight.
 - 1.4. Risk assessment, including probability of risks and impact of particular risks, as background context for policy review.
 - 1.5. Content review of selected Executive Limitations, Governance Process and Board – CEO Delegation policies, consistent with a multi-year schedule that includes all policies.

- 1.6. Self-evaluation of the Board's own compliance with Governance Process and Board – CEO Delegation policies, consistent with the schedule in the policy *Investment in Governance*.
- 1.7. Documentation of monitoring compliance by the President with Executive Limitations and Ends policies. Monitoring reports will be read in advance of the Board meeting, and discussion will occur only if Board members assess interpretations as unreasonable, identify non-compliance, or identify potential need for policy amendments.
- 1.8. Education and professional development about the process of policy governance.
- 1.9. The Board will have planning sessions as needed or at the President's request. The Board will schedule a Summer retreat no later than July.
2. Based on the outline of the annual schedule, the Board delegates to the Board Chair the authority to fill in the details of the meeting content. Potential agenda items shall be carefully screened. Screening questions shall include:
 - 2.1. Does the issue clearly belong to the Board or the President?
 - 2.2. What category does the issue relate to? Ends, Executive Limitations, Governance Process, Board-President Delegation?
 - 2.3. What has the Board already said in this category (i.e., via policy review), and how is the current issue related?
3. Throughout the year, the Board will work to limit the number of, and attend to Required Approvals Agenda items as expeditiously as possible. When an item is brought to the Board via the Required Approvals Agenda, deliberation, if any, will only be in regard to whether or not the President's decision complies with relevant Board policies.

Date Of Change	Version	Description of Change	Responsible Party
4.17.2024	1.0	First release following Policy Governance consulting work.	President