

**BOARD OF TRUSTEES
FREDERICK COMMUNITY COLLEGE**

**February 16, 2022
Regular Meeting**

The Board of Trustees of Frederick Community College met in regular session on Wednesday, February 16, 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; Theodore Luck; and Dr. John Molesworth. Also attending in person were Interim President Dr. Thomas Powell, Secretary/Treasurer of the Board; Janice Spiegel, Director of Education and Special Initiatives; Edmund O'Meally, PK Law, College legal counsel; and Kari Melvin, Recording Secretary.

Participating virtually were Trustee Dr. April Miller; 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; Frank Seidel, Vice Chair, Faculty Association (FA); Evan Evans, Chair, College Senate; Shelby Carmon, Support Staff Association (SSA) Executive; Karen Santelli, SSA Executive and College Senate Secretary; Kelly Stewart,

Administrative Staff Association (ASA) Executive; Alan Whelan, President, Student Government Association (SGA); Presidential Search Committee members Brian Holt, Anne Hofmann, Dr. Susan McMaster, Dr. Manuel Casiano, Dr. Eric Louérs-Phillips, and Theresa Harrison; Dr. Nicole Baird, Associate Vice President (AVP), Center for Teaching and Learning; Dr. Candice Baldwin, AVP for Student Success; Laura Mears, AVP for Admissions and Enrollment Services; Dr. Benita Rashaw, AVP for Student Affairs; and other members of the College staff. Dr. Annesa Cheek, incoming FCC President, participated for a portion of the meeting.

CALL TO ORDER

The meeting was called to order by Board Chair Lynch at 5:31 p.m.

ESTABLISHMENT OF QUORUM

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

APPROVAL OF MINUTES

The Chair called for approval of the minutes of the January 20, 2022 special meeting.

On a motion made by Trustee Luck and seconded by Trustee Molesworth, the Board unanimously approved the January 20, 2022 special meeting minutes, as presented.

The Chair called for approval of the minutes of the January 26, 2022 board budget workshop and regular meeting.

On a motion made by Trustee Barber and seconded by Trustee Fearnow, the Board unanimously approved the January 26, 2022 board budget workshop and regular meeting minutes, as presented.

ACTION ITEMS

Approval of FY 2023 Proposed Operating Budget to be submitted to the County

Executive – Interim President Powell presented this item. Operating Revenue proposed for FY 2023 is \$62,396,663, which represents an increase of \$2,664,202 or 4% over FY 2022 and includes \$16,545,937 from tuition and fees, \$16,428,983 in state funding, \$22,376,502 in county funding, \$2,905,955 in surplus carryover, and \$776,904 from other income. In keeping with the goal to keep college affordable for FCC students, the College proposes no increase in tuition or fees. The in-county tuition will remain at \$129/credit. Out-of-county tuition will remain at \$282/credit, while out-of-state tuition will remain at \$382/credit.

The consolidated service fee will remain at \$26.00/credit. No increase to the current student activity fee of \$3.34/credit is proposed and it will continue to apply to the first ten credits.

Overall, the revenue from credit tuition and fees is expected to decrease by \$927,755. All tuition and fees would be effective with the fall 2022 semester.

A request will be made to the Frederick County Executive for an additional \$1,035,000 to provide a 3% cost of living adjustment (COLA) for all employees.

Any increase in expenditures is contingent upon revenue projections. Expenditures are currently projected to increase by \$2,664,202 or 4% over the FY 2022 budget. It includes a 3% COLA as described above, a health clinic for students as per a contract with Frederick Health, increases for adjunct faculty and coaches' compensation, improvements in Student Affairs leadership and services, increased mental health support for students, funds to support compensation adjustments recommended by the current analysis, costs associated with collective bargaining, enrollment initiatives, improvements in workforce

development, improvements in online learning operations, Arts Center management, increases for athletics, adjustments for travel, conferences, fuel, insurance, and increases in computer/IT equipment and software, and a contingency of \$621,000 for emergencies. The FY 2023 budget also provides for new strategic initiatives determined by our new President and the Board of Trustees.

Interim President Powell recommended approval of the FY 2023 Proposed Operating Budget for submission to County Executive Jan Gardner.

Chair Lynch noted that the College has a policy on required reserves and that this budget will not impact those reserves. He continued that this is just a preliminary budget to request funding from Frederick County. Priorities may change and there may be adjustments between now and May, when the final budget will be submitted to the Board for approval. It will then go to the County Council for final approval.

Trustee Fearnow asked if the expected reduction in credit tuition and fees is due to the same number of students taking fewer credits, or just fewer students. Interim President Powell answered fewer students. The College is working on several strategies for retention and enrollment, including a marketing campaign, open houses, and community events.

Vice Chair Kimberlin said she appreciated receiving a detailed breakdown of the categories and she thanked Interim VP Stake and Interim President Powell.

On a motion made by Trustee Molesworth and seconded by Trustee Barber, the Board unanimously approved the FY 2023 Proposed Operating Budget for submission to County Executive Jan Gardner, as presented.

Appointment of the 11th President – Chair Lynch commented that the search for our next president has been a tremendously involved process with the invaluable assistance

of our consultants from the search firm, Academic Search. He expressed appreciation for the involvement by members of the College community and the Frederick community, and to the search committee for their extraordinary work.

Chair Lynch said he would entertain a motion to appoint a candidate.

On a motion made by Trustee Luck and seconded by Vice Chair Kimberlin, the Board unanimously approved to appoint Dr. Annesa Cheek as the 11th President of Frederick Community College.

Ratification of the President's Contract – Chair Lynch stated that the proposed contract was previously distributed to Trustees for review. He called for a motion to approve the President's Employment Agreement with Dr. Annesa Cheek.

On a motion made by Trustee Fearnow and seconded by Trustee Molesworth, the Board unanimously approved the President's Employment Agreement with Dr. Annesa Cheek.

Dr. Cheek joined the meeting virtually at 6:07 p.m.

There was applause by all participating.

Chair Lynch said he is thrilled to welcome Dr. Cheek as the 11th President of Frederick Community College on behalf of the Board, the College community, and the Frederick community. He commented on the feedback the Board received from the forum surveys and community leaders, which identified Dr. Cheek as a transformative thinker, inspirational, charismatic, and a leader who will truly make a difference in the way we approach life in Frederick County and at FCC. Chair Lynch said that this is a day for great celebration at FCC and everyone cannot wait for Dr. Cheek to arrive. He informed Dr. Cheek that the Board just approved a preliminary budget, which they will review with her and obtain her input.

Interim President Powell congratulated and welcomed Dr. Cheek. He said he looks forward to working with her on the transition. Chair Lynch thanked Interim President Powell on behalf of the Board for his leadership, inspiration, and energy in preparing FCC for Dr. Cheek to assume leadership. He has been an incredible asset to the institution.

Trustees, members of the Presidential Search Committee, and others participating welcomed and congratulated Dr. Cheek.

Dr. Cheek expressed her heartfelt thanks to everyone on the search committee, the Board of Trustees, and all employees, students, and community members who participated in the search process. The love for and commitment to FCC was evident and so inspiring. She could not be more excited about her new role and the opportunity to hit the ground listening and learning. Dr. Cheek recognized how involved these processes can be and that everyone who participated did so on a voluntary basis. She reemphasized her gratitude to everyone on the search committee, led by Vice Chair Kimberlin, and to the entire Board of Trustees for their diligence in ensuring a thorough and thoughtful process. Dr. Cheek continued that she is excited to soon become a Marylander and part of the FCC community. She said there are great things ahead and she looks forward to working alongside everyone.

There was applause by all participating.

RECOGNITION OF THE PRESIDENTIAL SEARCH COMMITTEE

Chair Lynch announced that the Board will plan a special event to recognize and thank the search committee members when Dr. Cheek can attend.

Vice Chair Kimberlin said she could not have asked for a better group of people who worked together so well. They were the epitome of professionalism and were able to

come to consensus while being accepting of each other's opinions. Vice Chair Kimberlin thanked Jean Floten and Dr. Eric Richtmyer, Senior Consultants from Academic Search. She expressed special thanks to all members of the search committee: Trustee Fearnow; Trustee Luck; George Littrell, III, Former FCC Foundation Board Member, who also served as the community leaders and stakeholders forum host for three days; Dr. Eric Louérs-Phillips, Education Community Member; Michelle Day, Workforce Development Community Member; Dr. Manuel Casiano, Health Community Member; Theresa Harrison, Business Community Member, who also attended the on campus finalists visits; Raissa Forkou, FCC Student Government Association; Dr. Susan McMaster, FCC College Senate; Dr. Beth Douthirt Cohen, FCC Administrative Staff Association; Anne Hofmann, FCC Faculty Association; and Brian Holt, FCC Support Staff Association, who also provided the candidates a tour of the Monroe Center. Vice Chair Kimberlin also thanked COO Godwin for taking candidates on a tour of the main campus, forum hosts, forum monitors, community leaders, the Senior Leadership Team, the deans, Ed O'Meally, Caroline Cole, Interim President Powell, Kari Melvin, and staff from information technology, security, maintenance, and the Monroe Center. She also thanked Trustee Molesworth, who was Chair of the Board when the process began and gave her the honor to serve FCC in this most profound way.

TRUSTEE COMMENTS

Trustees again congratulated Dr. Cheek, to which there was applause. Chair Lynch thanked everyone participating.

ADJOURNMENT

On a motion made by Trustee Fearnow and seconded by Vice Chair Kimberlin, the Board unanimously approved to adjourn the regular meeting at 6:29 p.m.

NEXT MEETING

The next regular meeting of the Board will be held on Wednesday, March 9, 2022.

Dr. Thomas Powell
Secretary/Treasurer

Prepared by Kari Melvin
Office of the President
Frederick Community College