

**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