

**BOARD OF TRUSTEES
FREDERICK COMMUNITY COLLEGE**

**May 25, 2022
Regular Meeting**

The Board of Trustees of Frederick Community College met in regular session on Wednesday, May 25, 2022 in the Student Center (H202/203). A virtual option to participate was provided. Participating in person were: Trustees Tom Lynch, Chair; Gary Fearnow; Theodore Luck; and Dr. April Miller. Trustees Ellis Barber and Dr. John Molesworth were unable to attend. 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; Jerry Boyd, Special Assistant to the President for Institutional Effectiveness; Dr. Nora Clark, Vice President (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 (ACEWD); Deborah Powell, Executive Director for the Office of Institutional Advancement and the FCC Foundation; Adam Reno, Interim Director of Technology/Chief Information Officer (CIO); Diana Oliver, Director of Human Resources; Wil Graham, FCC Foundation Board Director; Dr. Vell Lyles, Associate Vice President (AVP) for Strategic Enrollment and Innovation; Dr. Benita Rashaw, AVP for Student Affairs; MJ Hermes, Senior Vice President, McGriff Insurance Services; and Kari Melvin, Recording Secretary.

Participating virtually were Trustee Carolyn Kimberlin, Vice Chair; Amy Stake, Interim VP for Finance; Fred Hockenberry, Executive Director of Auxiliaries, Procurement and Special Projects; Larry Johnston, Director of Athletics; Rodney Bennett,

Athletic Academic Advisor/Compliance/ Head Coach, Men’s Baseball; Graylin Smith, Engagement Partner, SB & Company; Tobi Hollander, Engagement Manager, SB & Company; Frank Seidel, Vice Chair, Faculty Association (FA); Laura Cordova, Treasurer, FA; Evan Evans, Chair, College Senate; Robin Shusko, Vice Chair, College Senate; Karen Santelli, Support Staff Association (SSA) Executive and College Senate Secretary; Sheri Bailey and Shelby Carmon, SSA Executives; Kelli Ackiewicz, Administrative Staff Association (ASA) Executive; Theresa Dorsey, Administrative Coordinator, President’s Office; Cathy Florimbio, Interim Director, Children’s Center; Brian Holt, Construction & Applied Technologies Institute Lab Coordinator; and Dr. Kevin Martin, Senior Researcher for Institutional Effectiveness.

CALL TO ORDER

The meeting was called to order by Board Chair Lynch at 5:33 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 April 13, 2022 board budget work session and regular meeting.

On a motion made by Trustee Luck and seconded by Trustee Fearnow, the Board approved the April 13, 2022 board budget work session and regular meeting minutes 4-0-1-2, as presented, with Trustee Miller abstaining and Trustees Barber and Molesworth absent.

CHAIR'S REPORT

Chair Lynch congratulated Trustee Luck and his wife, Alyce, for receiving the Frederick Health Hospital Good Samaritan Award. There was a round of applause by all participating.

INTERIM PRESIDENT'S MONTHLY REPORT

VP Clark introduced Dr. Benita Rashaw and Dr. Vell Lyles who have joined FCC as Associate Vice Presidents for Student Affairs. Chair Lynch welcomed them to campus.

Executive Director Powell introduced Foundation Board Director, Wil Graham, who presented the Foundation's plans to hold a signature fundraising event, Aspire 2023, in February 2023. The event has a goal of raising \$100,000 for student scholarships.

Director Graham asked the Trustees for their support and participation in this event.

Interim President Powell thanked the Trustees for their involvement in the many Commencement Week activities.

Attendees celebrated the FCC baseball team's invitation to the College World Series. The Trustees congratulated Coach Rodney Bennett and his team. The Trustees were joined via Zoom with the team bus enroute to the World Series in Oklahoma and spoke with Coach Evan Evans and Athletic Director Larry Johnston.

Interim President Powell noted that he recently received the first draft financial analysis of the compensation study. Next week, he and Director Oliver will meet with the consultants to discuss their findings and recommendations. It is expected that the final report will be delivered to President Cheek in mid-July 2022.

Interim President Powell overviewed the monthly reports on the FCC reserve accounts and the Higher Education Emergency Relief Funds which Board members received in their meeting packet.

INFORMATION/DISCUSSION ITEMS

Appointment of Board Nominating Committee – Board Chair Lynch appointed Trustees Fearnow and Molesworth to serve as the Nominating Committee for the FY 2023 slate of officers. The Nominating Committee will present its report at the June 15, 2022 Board meeting.

Single Audit Report for the Period Ending June 30, 2021 – Mr. Smith presented the results of the single audit. The Single Audit is conducted to assure that the College has complied with the requirements as described in the U.S. Office of Management and Budget (OMB) Compliance Supplement that could have a direct and material effect on each of the College major Federal Programs for the year ended June 30, 2021. The opinion of the auditor, SB & Company, is that Frederick Community College complied, in all material respects, with the requirements that are applicable to each of its major programs for the year ended June 30, 2021.

The Single Audit Report - Section III - Federal Awards Findings and Questioned Costs had one finding for fiscal year 2021 where in some instances the College was not in compliance with the 45-day requirement for the Return of Title IV funds. The College is currently initiating corrective action to exercise greater oversight in the calculation and review process for the Return of Title IV funds.

Chair Lynch asked for a motion to accept the audit report as presented.

On a motion made by Trustee Fearnow and seconded by Trustee Luck, the Board accepted the audit report 5-0-2, as presented, with Trustees Barber and Molesworth absent.

ACTION ITEMS

Approval of Frederick Community College 2023-2024 Calendar – Senate Calendar Committee Chair Seidel presented this item. The proposed calendar was developed by the Calendar Committee of the College Senate. It was approved by the Senate on April 25, 2022 and presented to the President’s Cabinet for review.

The proposed Calendar includes College holidays, College breaks, and two days for College convocations. The Fall Convocation will be on August 17, 2023 and the Celebration of Excellence and Spring Retreat will be on January 18, 2024. Commencement will be held on May 16, 2024. The proposed Calendar meets all academic requirements for all College programs.

Senate Calendar Committee Chair Seidel recommended approval of the Frederick Community College 2023-2024 Calendar, as presented.

On a motion made by Vice Chair Kimberlin and seconded by Trustee Miller, the Board approved the Frederick Community College 2023-2024 Calendar 5-0-2, as presented, with Trustees Barber and Molesworth absent.

Approval of Renewal Premiums – Property Coverage to Affiliated FM, Casualty Insurance to Utica National, and Cyber Insurance to Chubb in the total amount of \$329,947 for FY 2023 – Interim VP Stake presented this item. McGriff Insurance Services has obtained quotes for the College property, casualty, and cyber insurance for FY 2023 beginning July 1, 2022. All quotes are net of commission since the College pays McGriff Insurance directly for their services.

Based on quotes received and negotiated by McGriff Insurance Services, the most favorable rates continue to be from the current carriers: Affiliated FM (AFM) for property coverage, Utica National for casualty coverage, and Chubb for cyber coverage. For both property and casualty insurance, the number of current and past claims influence the premium rates. The increase in the cyber rate is driven by the cyber industry, claims frequency, and vulnerabilities this industry faces with ever-increasing cyber-attacks. For property and casualty insurance, the number of current and past claims influence the premium rates. The increase in AFM and Utica premiums reflects a market price adjustment.

The estimated premium for property insurance is \$113,057. The estimated premium for casualty insurance is \$179,216. The estimated premium for cyber insurance is \$37,674. The combined total of \$329,947 represents a 17.8% increase over FY 2022 (net of commission). The FY 2023 College operating budget includes funding for this insurance.

McGriff Insurance Services also obtained quotes for international coverage for \$2,500, student-athlete accident coverage for \$22,061, and athletic catastrophic insurance for \$5,433. These are below the \$25,000 threshold, but were provided for information in the renewal premium spreadsheet which Board members received in their meeting packet.

Interim VP Stake recommended approval to award property coverage to Affiliated FM for an estimated cost of \$113,057, casualty insurance to Utica National for an estimated cost of \$179,216, and cyber insurance to Chubb for \$37,674, totaling \$329,947 for FY 2023. The total has been included in the FY 2023 Operating Budget.

Chair Lynch asked MJ Hermes, Senior Vice President, McGriff Insurance Services, if the increases are based on loss history or a change in the market. Mr. Hermes answered

that if you removed cybersecurity, there was a decrease in rates. He continued that cybersecurity insurance more than doubled. Higher education is attacked on regular basis and criminals are moving faster than the industry can keep up.

On a motion made by Trustee Luck and seconded by Trustee Miller, the Board approved the renewal premiums 5-0-2, as presented, with Trustees Barber and Molesworth absent.

Approval of FY 2023 Operating Budget, Tuition and Fee Schedule, and Capital Budget – Interim President Powell presented this item. The FY 2023 proposed operating budget of \$62,473,610, represents an increase of \$2,741,149 or 4.4% from the FY 2022 budget. Also included is the County approved Capital budget and Facilities Renewal grants from the State for FY 2023 that totals \$3,396,500.

In keeping with the goal to keep College affordable for our students, the Board of Trustees approved no increase to tuition for FY 2023. Tuition remains at \$129/credit for in-county tuition, \$282/credit for out-of-county tuition, and \$382/credit for out-of-state tuition.

The consolidated service fee remains unchanged at \$26.00/credit and the student activity fee also remains at \$3.34/credit in FY 2023.

Tuition and fee revenue reflects a 5% decrease in credit registration and follows an expected trend. The FY 2023 credit tuition and fees represents 26% of total revenue. The non-credit registration is expected to remain at the FY 2022 budget level. The overall net decrease in combined credit and non-credit tuition and fees is 5%.

Revenues are projected to total \$62,473,610 from all sources and include: \$16,545,937 in tuition and fees; \$19,380,351 in State funding (includes retirement

contribution); \$22,376,502 (cash) and \$487,961 (in-kind) in County funding; and \$3,682,859 in other income.

Expenditures increased by \$2,741,149 or 4.4% from the FY 2022 budget. The FY 2023 budget includes a 3% cost of living adjustment (COLA) increase for all employees. It also includes funding for a health clinic for students, strategic initiatives for the President and Board of Trustees, adjunct faculty compensation adjustments, compensation study adjustments, an Art Center Manager, an Instructional Specialist (online learning), improvements to Student Affairs and Athletics, collective bargaining costs, replacement of pianos, dining services, health insurance increases, and the required budgeted annual operating reserve.

The capital budget of \$3,396,500 includes funding for Facilities Renewal, Classroom Technology Upgrades, Technology Upgrades, and FCC Systemics.

Interim President Powell recommended approval of the FY 2023 operating budget of \$62,473,610, capital budget of \$3,396,500, and tuition and fee schedule.

On a motion made by Trustee Fearnow and seconded by Vice Chair Kimberlin, the Board approved the FY 2023 operating budget of \$62,473,610, capital budget of \$3,396,500, and tuition and fee schedule 5-0-2, as presented, with Trustees Barber and Molesworth absent.

Approval of FY2023 Auxiliary Enterprise Bookstore Budget – Interim President Powell presented this item. Frederick Community College Auxiliary Enterprises for FY 2023 include the Bookstore and the Carl & Norma Miller Children’s Center. Beginning July 1, 2022, College dining services will be completely managed by Canteen, a division of Compass Group North America. Their contract for services is included in the FY 2023 Operating Budget. The County has set aside \$250,000 in funding for operational support

for the Children's Center. However, this is pending the arrival of Dr. Cheek. At this time, only the Bookstore FY 2023 budget is being presented for approval.

The Bookstore FY 2023 budget reflects a decrease in revenue based on FY 2022 actual revenue and anticipated FY 2023 enrollment. The slight increase in expenditures for compensation reflects the addition of a part-time employee and other expenses increased primarily for professional development. The FY 2023 budget reflects a small profit including contributions to the College of \$5,850.

Interim President Powell recommended approval of the FY 2023 Bookstore budget, as presented.

There was discussion regarding the indirect cost reimbursement to the College. Interim VP Stake noted that a more realistic indirect cost reimbursement is being implemented to be in line with actual operational costs.

On a motion made by Trustee Luck and seconded by Trustee Miller, the Board approved the FY 2023 Bookstore budget 5-0-2, as presented, with Trustees Barber and Molesworth absent.

Approval of Piggyback Contract with Bushey Feight Morin Architects for Design Services for the Roof Replacements of Building D (Athletics Center) and Building E (Conference Center) in the amount of \$27,014; Piggyback of the Frederick County Public Schools (FCPS) Contract #RFP 17A – COO Godwin presented this item. Capital Planning and Project Management (CPPM) requested a fee proposal from Bushey Feight Morin Architects (BFM) for Design Services for the Roof Replacements of Buildings D (Athletics Center) and E (Conference Center) low-sloped roofs. The fee proposal from BFM utilizes

their fees/pricing from their contract with Frederick County Public Schools (FCPS) contract #RFP 17A1.

FCPS solicited proposals in October/November 2016 from licensed consultants for architectural, structural design, and engineering services associated with roofing projects. Forty-eight proposals were downloaded; six companies submitted a bid; and FCPS awarded contracts to four companies. Selection was based on a total score of each vendor's technical and price proposals. This is an open requirement type contract and FCPS can choose to request a proposal from any one of the four companies. CPPM requested a fee proposal from BFM for this particular project because they were the highest scoring responsive offeror on the approved FCPS #RFP 17A1.

This project consists of the design for replacement of the low slope roof areas for Buildings D (20,666 sf) and E (15,615 sf). The Design phase is scheduled to start late May/early June 2022 and 100% Submission/Bid documents (for construction) ready and released for solicitation July 10 to August 5, 2022.

Funds for this project are available in the FY 2023 Facilities Renewal Grant from the State of Maryland in the amount of \$419,000.

COO Godwin recommended approval of the use of the Frederick County Public Schools (FCPS) Contract #RFP 17A1 with Bushey Feight Morin Architects for Design Services for the Roof Replacements of Buildings D (Athletics Center) and E (Conference Center) in the amount of \$27,014.

On a motion made by Trustee Luck and seconded by Vice Chair Kimberlin, the Board approved the piggyback with Bushey Feight Morin Architects 5-0-2, as presented, with Trustees Barber and Molesworth absent.

Approval of Sole Source Procurement from Lyrasis for Maryland Digital Library Subscription in the amount of \$32,500 for FY 2023 – Provost/EVP Hawkins presented this item. Lyrasis is the management organization for the Maryland Digital Library (MDL), a statewide consortium that includes almost all the academic libraries at higher-education institutions in the State. Its primary purpose is to negotiate pricing for the purchase of online research databases used to support student learning. As such a large buying agent, Lyrasis/MDL is able to negotiate significant discounts for members. The Lyrasis/MDL amount per database is a fraction of what FCC would pay if it were to subscribe to the databases directly. The College has no recourse to any other comparable discount.

In FY 2021, ten database subscriptions were purchased through the Lyrasis/MDL consortium for a total of \$34,571.93, with a total use of 122,063 documents viewed or downloaded equating to \$0.28 per document.

For FY 2023, ten database subscriptions will be purchased through Lyrasis/MDL for a total of up to \$32,500.00. Funds for these subscriptions are available in the proposed operating budget for the library.

Provost/EVP Hawkins recommended approval of the sole source procurement from Lyrasis/MDL in the amount of \$32,500 for FY 2023.

On a motion made by Trustee Fearnow and seconded by Trustee Miller, the Board approved the sole source procurement from Lyrasis/MDL 5-0-2, as presented, with Trustees Barber and Molesworth absent.

Approval of Award Recommendation – RFB 22-AA-01 Supply and Delivery of Yamaha Pianos in the amount of \$139,664 – Provost/EVP Hawkins presented this item. The College recently requested bids for four pianos for use by the Music Department.

Bidders were asked to bid two Yamaha S6X 7'0" SX Series Hand-Built Semi Concert Grand Piano and two Yamaha Clavinova CLP-735 B. Bidders were asked to bid the Yamaha models, the equivalent, or better in quality, performance, durability, and construction. The RFB included a request for an add alternate quote for removal and disposal of four existing pianos.

It is the intent to take delivery of two pianos in FY 2022 and two pianos in FY 2023.

A formal request for bids (RFB) was advertised on eMaryland Marketplace Advantage and posted to the College Bid Board on April 11, 2022. A pre-bid conference was not held and no addenda were posted. Sealed bids were due by 10:30 a.m. on May 2, 2022, and a public bid opening followed. The College received one bid.

Downtown Piano Works was the low responsive bidder with a total bid price of \$139,664. The College has elected not to award the add alternate, but may in the future. The bid is valid for 120 days. Downtown Pianos Works has provided the required information as outlined in the RFB document, and the College has checked references and confirmed pricing by Downtown Piano Works.

Funds for the proposed award amount of \$139,664 are available from account 11-200100 for FY 2022 (\$69,832) and 11-300212 for FY 2023 (\$69,832).

Provost/EVP Hawkins recommended approval to award RFB #22-AA-01 Supply and Delivery of Yamaha Pianos to Downtown Piano Works in the amount of \$139,664.

On a motion made by Trustee Miller and seconded by Vice Chair Kimberlin, the Board approved the award to Downtown Piano Works 5-0-2, as presented, with Trustees Barber and Molesworth absent.

Approval of Award Recommendation to The Urban Institute in the amount of \$33,840.00 for Evaluation Services for the National Science Foundation Advanced Technological Education (ATE) Grant Project – Provost/EVP Hawkins presented this item. At the February 21, 2018 Board of Trustees meeting, the Board approved multiple non-monetary awards for RFP 18-FS-01, Evaluation Services for Grant Funded Programs. The awards provided for a short-list of six qualified firms who will have the opportunity to participate in future grant projects. This short list allows the College to respond to grant opportunities in a timely manner.

As requested by the Board of Trustees, when the College plans to award contracts for grant evaluation services in the amount of \$25,000 or more, the awards will be presented to the Board of Trustees for approval.

On July 19 and 20, 2021, in preparation for submission of an application for a National Science Foundation Advanced Technological Education (ATE) grant, the College issued a Request for Quotes (RFQ) to the short-listed firms. This RFQ provided information regarding the grant application and the College requested proposals containing price and number of hours required to provide evaluation services for the grant. The Urban Institute submitted the most responsive quote and the College selected them for this grant proposal.

As outlined in the original RFP, the selected firm is required to provide input or information for the grant proposal at no cost to FCC. Barring unusual or unexpected circumstances, FCC will contract with the firm to carry out the grant evaluation services only when the College receives the grant and only up to the amount approved in the grant for these services.

At no cost, The Urban Institute prepared a draft evaluation plan and proposed budget of \$33,840 for the grant application.

In March 2022, the National Science Foundation awarded FCC a three-year grant (award number 2201621 in the amount of \$349,911) for the Building the Cell Therapy and Flow Cytometry Workforce project, including \$33,840 to support evaluation of the project by The Urban Institute.

Provost/EVP Hawkins recommended approval to award evaluation services for the National Science Foundation Advanced Technological Education (ATE) grant project to The Urban Institute in the amount of \$33,840.

On a motion made by Trustee Luck and seconded by Trustee Fearnow, the Board approved the award to The Urban Institute 5-0-2, as presented, with Trustees Barber and Molesworth absent.

Approval of Sole Source Procurement with Doing Better Business (DBB) for Savin Managed Print Services Contract Extension – Interim Director of Technology/CIO Reno presented this item. The College currently contracts with Doing Better Business (DBB) for ongoing printer toner, maintenance, and support for Savin copiers. Copiers are leased from DBB, who solely provide service as part of the agreement. The College is billed on a monthly basis per page. IT requested contract extension pricing from DBB through June 30, 2023 and DBB has agreed to keep the College at the current contracted rates.

The College would be billed per page (mono/color) each month and funds are available in the IT operating budget.

Interim Director of Technology/CIO Reno recommended approval of the sole source with Doing Better Business (DBB) for a Savin Managed Print Services contract extension through June 30, 2023.

On a motion made by Trustee Miller and seconded by Trustee Fearnow, the Board approved the sole source procurement with Doing Better Business 5-0-2, as presented, with Trustees Barber and Molesworth absent.

Approval of Piggyback Contract with Daly Computers for HP Managed Print Services Contract Extension; Piggyback of the Virginia Information Technology Agency (VITA) Contract #VA-191121-DALY, Printing Devices and Managed Print Services, for HP Managed Print Services – Interim Director of Technology/CIO Reno presented this item. The College currently contracts with Daly for ongoing printer toner, maintenance, and support for HP Printers. The College is billed on a monthly basis per page. The per page cost includes the aforementioned services. This piggyback is to request an extension of the current contract until June 30, 2023 using the Virginia Information Technology Agency (VITA) contract #VA-191121-DALY.

The College would be billed per page (mono/color) each month per the provided master agreement and funds are available in the IT operating budget.

Interim Director of Technology/CIO Reno recommended approval of the use of the Virginia Information Technology Agency (VITA) contract #VA-191121-DALY, with Daly Computers Inc. for a contract extension of HP Managed Print Services through June 30, 2023.

On a motion made by Trustee Fearnow and seconded by Trustee Miller, the Board approved the piggyback contract with Daly Computers Inc. 5-0-2, as presented, with Trustees Barber and Molesworth absent.

Approval of Recommendation to Award – RFP 22-IT-01 Data Center Move Consulting and Moving Services to Daly Computers, Inc. in the amount of \$94,800 –

Interim Director of Technology/CIO Reno presented this item. The College is currently renovating Linganore Hall. As part of the renovation, a new data center room is being built to house the College core network and servers. The College solicited proposals from qualified firms to provide technical expertise and consulting assistance to develop and execute a plan to migrate the core network and server equipment from the current location to the new data center room. The goal of the project is to consolidate the College network and server infrastructure into the new data center room with minimal risk and with the least amount of outage time.

The plan is to initiate the project in June 2022, but the actual move timeline of the network and server equipment has not been determined as the outage windows have not been determined. It is anticipated that the project will be completed by January 31, 2023.

A formal request for proposals (RFP) was advertised on eMaryland Marketplace Advantage and posted to the College Bid Board on March 10, 2022. A pre-proposal conference was held at the College in Gambrill Hall, Room G206, on March 16, 2022 to review the project scope of work and address questions. Six firms attended the pre-proposal conference. Answers to requests for information (RFIs) submitted by potential bidders were addressed in an addendum to the RFP. Addendum One to the RFP was posted on the College Bid Board on March 24, 2022.

Technical proposals were due by 2:00 p.m. on April 4, 2022. Two proposals were received. The Evaluation Committee met on April 13, 2022 to review and score the technical proposals.

The technical evaluation involved reviewing the technical proposals and scoring them based on the RFP scoring criteria (responsiveness to the scope of work, experience of key personnel, relevant project experience, understanding of the project, adequacy of personnel, capacity considering workload, and references). Based on the technical score rankings, both firms were short-listed and selected to present technical presentations and submit a price proposal.

The technical presentations and price proposal submissions took place on April 26-27, 2022 and were evaluated by the same Evaluation Committee. The technical presentations were an opportunity for the firms to introduce their key personnel and tell the Evaluation Committee about their experience, understanding of the project, and their project approach. Firms also had the opportunity to explain why they were uniquely qualified for this project.

One firm failed to submit a price proposal at their technical presentation and consequently did not move forward in the evaluation process.

The Evaluation Committee scored the remaining responsive technical presentation and then proceeded to the final step in the evaluation process, opening and scoring the price proposal.

Based on the results of the overall combined scores, the Evaluation Committee recommended that the award be made to Daly Computers, Inc.

Funds for this award are available in the capital improvements program (CIP) budget.

Interim Director of Technology/CIO Reno recommended approval to award RFP 22-IT-01, Data Center Move Consulting and Moving Services, in the amount of \$94,800, to Daly Computers, Inc.

On a motion made by Trustee Luck and seconded by Trustee Miller, the Board approved the award to Daly Computers, Inc. 5-0-2, as presented, with Trustees Barber and Molesworth absent.

Approval of Sole Source Procurement from Daktronics, Inc. for the Completion of the Scoreboard Replacements Project in the amount of \$49,346.43 – Interim President Powell presented this item. In November 2021, the BOT approved piggybacking Omnia Contract R170101 with Daktronics, Inc. to replace the current outdated and malfunctioning scoreboards for baseball, soccer/lacrosse, softball, and basketball. The amount approved was \$162,991 plus a 5% contingency fee of \$8,149.55.

Work has progressed on this project and additional electrical and communication work to complete the project is needed. However, this work is not covered by the Omnia Contract. Daktronics, Inc. is able to perform this work and has quoted the amount of \$46,996.60.

The cost of this purchase is \$46,996.60 plus a 5% contingency fee of \$2,349.83 for a total of \$49,346.43, and funds are available in the County CIP - Systemics budget.

There were questions from the Board as to why this work was not included in the original bid from Daktronics and if another electric company could be utilized at a lower cost. After discussion, the Board asked Interim President Powell to renegotiate the price

for this work. If the amended price exceeds \$25,000, the Trustees will reconsider this again at their June 15, 2022 Board meeting.

Approval of Revisions to the Sick Leave Bank Policy and Procedures – The Trustees deferred action of proposed changes to the Sick Leave Bank Policy at their April 13, 2022 meeting to permit the opportunity to receive input from legal counsel. Ed O’Meally, College legal counsel, informed the Trustees that he has reviewed the policy changes and found them consistent with the law and good practice. He reported that the Bank is solvent and Diana Oliver reported that the administration of the Bank is not problematic. With the benefit of this input, Chair Lynch called for a motion to approve the revisions to the Sick Leave Bank Policy and Procedures.

On a motion made by Trustee Fearnow and seconded by Trustee Miller, the Board approved the revisions to the Sick Leave Bank Policy and Procedures 5-0-2, as presented, with Trustees Barber and Molesworth absent.

Chair Lynch thanked the many people involved in the improvement of the policy.

TRUSTEE COMMENTS

Chair Lynch commented that commencement was tremendous, especially the early college graduates. He also commented that the latest advertisement profiling one of our Hospitality, Culinary, and Tourism Institute students was spectacular.

ADJOURNMENT

The regular meeting adjourned at 7:31 p.m.

NEXT MEETING

The next regular meeting of the Board will be held on Wednesday, June 15, 2022.

**Dr. Thomas Powell
Secretary/Treasurer**

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