

**BOARD OF TRUSTEES
FREDERICK COMMUNITY COLLEGE**

**November 16, 2022
Regular Meeting**

The Board of Trustees of Frederick Community College met in regular session on Wednesday, November 16, 2022 in the Student Center (H202/203). A virtual option to participate was provided. Participating in person were: Trustees Carolyn Kimberlin, Chair; Tom Lynch, Vice Chair; Ellis Barber; Gary Fearnow; Theodore Luck; Dr. April Miller; and Dr. John Molesworth.

Also attending in person were President Dr. Annesa Payne Cheek, Secretary/Treasurer of the Board; Janice Spiegel, Director of Education and Special Initiatives, Office of the County Executive; Edmund O'Meally, PK Law, College legal counsel; Marie Billie, Interim Vice President (VP) for Human Resources; Avis Boyd, Chief of Staff to the President; Jerry Boyd, Special Assistant to the President for Institutional Effectiveness; Dr. Nora Clark, VP for Student Affairs; Lewis Godwin, Chief of Operations (COO); Dr. Tony Hawkins, Provost/Executive Vice President (EVP) for Academic Affairs, Continuing Education, and Workforce Development (AACEWD); Deborah Powell, Executive Director for the Office of Institutional Advancement and the FCC Foundation; Adam Reno, Interim Director of Technology/Chief Information Officer (CIO); Mary Rolle, Chair, Faculty Association (FA); Dr. Benita Rashaw, Associate Vice President (AVP) for Student Affairs; Brian Holt, Capital Projects Manager I; and Kari Melvin, Recording Secretary.

Participating virtually were Laura Cordova, Vice Chair, FA; Sheri Bailey, Support Staff Association (SSA) Executive; Diana Culp, Administrative Staff Association (ASA)

Executive; Robin Shusko, Vice Chair, College Senate; Karen Santelli, Secretary, College Senate; Alex Alward, Student Government Association (SGA) President; Caroline Cole, Director of Communications to the President; Pamela Murphy, Labor Relations Specialist; John Anzinger, Director of Capital Planning and Project Management; and Cathy Florimbio, Director, Children’s Center.

CALL TO ORDER

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

ESTABLISHMENT OF QUORUM

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

APPROVAL OF MINUTES

The Chair called for approval of the minutes of the October 19, 2022 regular meeting.

On a motion made by Vice Chair Lynch and seconded by Trustee Barber, the Board unanimously approved the October 19, 2022 regular meeting minutes, as presented.

The Chair called for approval of the minutes of the November 5, 2022 board retreat.

On a motion made by Vice Chair Lynch and seconded by Trustee Luck, the Board unanimously approved the November 5, 2022 board retreat minutes, as presented.

PRESIDENT’S REPORT

President Cheek reported on various meetings and events, namely, the United Way of Frederick County Leadership Breakfast; Alliance for Innovation and Transformation CEO Networking Session; Maryland Council of Community College Presidents meeting; an introductory meeting with Delegate Karen Lewis Young; the Maryland Association of Community Colleges Board of Directors meeting with Chair Kimberlin; the Association of

Community College Trustees Leadership Congress in New York; a half-day planning retreat for President Cheek and Chief of Staff Avis Boyd to meet with Frederick Public Schools Superintendent Dr. Cheryl Dyson and her Chief of Staff, Dr. Sarah Sirgo; an introductory meeting with Tricia Reaver, Director of the Internal Audit Division, Frederick County Government Interagency Internal Audit Authority; participation in FCC Foundation's Visit Day with Trustee Molesworth and SGA Senate Representative Alan Whelan, visiting Executive Director of the Tourism Council of Frederick Dave Ziedelis, Executive Director for the Downtown Frederick Partnership Kara Norman, The City Economic Development Director Richard Griffin, and President of Woodsboro Bank Steve Heine; serving as the keynote speaker for the American Association for Women in Community Colleges Annual Leadership Conference; the Board of Trustees Retreat; a Student Forum for traditional learners; the monthly meeting with County Executive Jan Gardner; a Veterans Appreciation Ceremony with Chair Kimberlin and Vice Chair Lynch and leaders from Fort Detrick Garrison Commander Col. Marsh, Garrison Command Sgt. Maj. Dills, and Deputy Garrison Commander Plumley; and FCC Night for High School Seniors. President Cheek continued that this morning, Chief of Staff Avis Boyd, AVP for Continuing Education and Workforce Development Dr. Molly Carlson, and AVP/Dean for Health, Business, Technology & Science Dr. Sandy McCombe Waller had a great introductory meeting with State, County, and City Economic Development representatives, including Jodie Bollinger, Acting Executive Director, Katie Stevens, Director of Ag and Workforce Development, Beth Woodring, Director of Attraction & Finance, and Troy Bolyard, Manager of Attraction from Frederick County Economic Development; Michelle Day, Director of Workforce Services and Patty McDonald, Manager of Business and

Career Services from Frederick County Workforce Services; The City Economic Development Director Richard Griffin; and Tamar Osterman, Senior Business Development Representative from the Maryland Department of Commerce.

President Cheek then announced that the consultant for the Compensation Study has finished their report and has reviewed the information with her and the core team who has been working on this project, Interim VP for Finance Amy Stake, Interim VP for HR Marie Billie, HR Manager Diana Oliver, Executive Director of Auxiliaries, Procurement and Special Projects Fred Hockenberry, and Chief of Staff to the President Avis Boyd. The next step in the process is for the consultant to share the report and the recommendations contained therein with the Board and the College community. Additionally, the College will share its response to said recommendations and proposed next steps. The next regular scheduled Board meeting is January 25, 2023 and while we could wait until that time to share this information, she would not recommend doing so. Having the right talent at the College is paramount to our success. So, issues like this, pertaining to our talent, are important enough to address sooner, rather than later. President Cheek respectfully requested that the Board consider scheduling a special meeting before the Winter Break so the Consultant may present their recommendations, the College may present its response and proposed actions, and the Board may consider the approval of any recommendations by the College that would require Board action. The proposed meeting date is December 8, 2022 at 4:30 p.m.

Vice Chair Lynch moved to convene a special meeting on December 8, 2022 at 4:30 p.m. The motion was seconded by Trustee Fearnow and unanimously approved.

President Cheek gave an update on her six-week blitz project. There were over 70 responses to her first prompt - “Give one example of how you LIVE our mission every day in your role at FCC.” She combined the responses in a Word Cloud to see which words stood out most and “students” was by far the most common word used. We all know students come first at FCC and this exercise clearly reinforced that shared understanding. She appreciated reading all of the responses and shared a few that she thought were especially indicative of the passion, dedication and commitment of the talented individuals who work at FCC.

President Cheek noted upcoming events, including a Legislative Breakfast with the Frederick County State Delegation on December 1, 2022, an Honors Forum on December 2, 2022, the Winter Holiday Party on December 12, 2022, and the Associate Degree Nursing Program (RN) Pinning on December 13. She added that the Board will be scheduling another Board retreat in the spring.

President Cheek commented that Election Day was last week. She sent out a note to the College community encouraging everyone to vote, as she feels passionate that voting is a critical tool that we all have, to exercise our choice, our voice, and to stand up for the issues we care about, ones that have consequences for our entire communities. She then recognized those in the FCC community who took their commitment to our American democracy a step further and ran for elected positions. All in attendance congratulated Mary Rolle, Chair of the Faculty Association, who ran for Register of Wills; Kavonte Duckett, former student and SGA President, who ran for County Council; Mason Carter, incoming FCC freshman, who ran for County Council; Michael Powell, former faculty

member of History, who ran for Judge of the Orphans' Court; and Trustee Miller who ran for State Delegate.

Chair Kimberlin stated that the Board began the review of their Bylaws at the September meeting with the intent to continue review at a future meeting. At the Board retreat on November 5, the discussions focused on governance and the Board's role in shaping FCC's future. The Board agreed that they need to develop a vision and shared framework and that they would have another retreat in the spring to order their next steps. Trustees are learning more about Carver's Policy Governance Model and are exploring the covenant governance concept by Dr. Daniel J. Phelan, President/CEO of Jackson College in Michigan. It is important for the Board to establish a foundation for governance before they review and revise their Bylaws, which outline their role and how they do business. President Cheek and Chair Kimberlin agreed that the Board should approach this effort sometime after the spring retreat.

INFORMATION/DISCUSSION ITEMS

Athletics Center Hall of Fame Recognition Wall Project – President Cheek informed the Board per the Reserve Policy and Procedures that \$8,687.50 of the Budgeted Annual Operating Reserve will be used to cover the balance owed for the Athletics Center Hall of Fame Recognition Wall Project which was completed in June 2022.

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

Association of Community College Trustees Leadership Congress – Chair Kimberlin, Vice Chair Lynch, Trustees Luck and Molesworth, and President Cheek attended the ACCT Leadership Congress last month. They shared observations from the

sessions they attended. Topics included developing short-term training curriculum in collaboration with businesses to meet their workforce needs, marketing at the middle school level, addressing the urgency of student mental health and basic needs, governance, and the relationship between the Board and the President.

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

ACTION ITEMS

Approval of Nominations for Emeritus & Distinguished Status for 2022 –

Nominations for Emeritus and Distinguished Status for 2022 were provided to Trustees in their meeting packet. The following were nominated by the Faculty, Administrative Staff, and Support Staff Associations and approved by the Senior Leadership Team to move forward: faculty Nancy Dankanich, Kathleen Hughes, Thomas Jandovitz, Ph.D., David Martin (posthumously), and Janet Sholes for Emeritus Status; administrators Janice Brown, Marcia Dean, Lisa Freel, and Karen Freeman for Emeritus Status; and support staff David Hoffman for Distinguished Status.

Vice Chair Lynch commented that the nominations detail the enormity of contributions received from these individuals. He added that he attended one of Nancy Dankanich's classes and he was impressed by her demeanor and interface with students. She gave him a copy of a book she wrote and used in instruction, and it is remarkable work.

On a motion made by Trustee Luck and seconded by Trustee Barber, the Board unanimously approved the 2022 Emeritus and Distinguished Status nominations, as presented.

Approval of CIP and County Budget Request (FY 2024-FY 2029) – COO Godwin

presented this item. The College Capital Improvements Program and County Capital Budget Request for FY 2024 – FY 2029 is approximately \$95.63 million and includes County funding just over \$55.25 million. The FY 2024 – FY 2029 capital improvements program has been developed to use funds to revitalize and repurpose existing spaces and includes the remaining projects from the 2017 Facilities Master Plan update. The projects requested are: Wellness Center; Plant Operations Building; Visual & Performing Arts Center; life safety systems and fire sprinkler upgrades; ADA accessibility repairs and upgrades; Central Plant replacement/upgrades; roof repairs/replacements; mechanical/electrical/plumbing systems upgrades; exterior building door and window replacements and façade maintenance; as well as other deferred maintenance and ongoing renovations. A narrative and proposed funding schedule for each project were provided to Trustees in their meeting packet.

COO Godwin recommended approval of the FY 2024 – FY 2029 CIP and County Capital Budget submittal request.

There was discussion regarding the need to implement a cost of construction index moving forward so that when projects get to the construction phase, the estimated costs that were budgeted are sufficient to complete the full scope.

On a motion made by Trustee Molesworth and seconded by Trustee Barber, the Board unanimously approved the CIP and County Capital Budget Request FY 2024 – FY 2029, as presented.

Approval of Piggyback Contract with Academic Search, Inc., for Executive Search Services in the Not to Exceed (NTE) amount of \$200,000; Piggyback of the Big Ten

Academic Alliance Master Collaborative Purchasing Agreement with Academic Search, Inc. – Interim VP Billie presented this item. This request is for a piggyback with Academic Search, Inc., through the Big Ten Academic Alliance Master Collaborative Purchasing Agreement.

The College intends to partner with an executive search firm to assist in the search and recruitment process for qualified candidates to fill open executive positions. Academic Search, Inc. partners with colleges and universities to assemble the best teams possible. They will organize, manage, and inform a search process that will be customized to the particular and unique needs of the College, and provide expert and ethical advisement and assistance throughout the search process.

The cost of this purchase is not to exceed \$200,000. The contract begins on or about November 17, 2022. Funds are available in the Operating budget.

Interim VP Billie recommended approval of the use of the Big Ten Academic Alliance Master Collaborative Purchasing Agreement with Academic Search, Inc. for Executive Search Services in the not to exceed amount of \$200,000.

On a motion made by Trustee Fearnow and seconded by Trustee Luck, the Board unanimously approved the piggyback with Academic Search, Inc., as presented.

TRUSTEE COMMENTS

Vice Chair Lynch commented that it was great to see the recent article in the Frederick News-Post regarding the Carl and Norma Miller Children’s Center.

ADJOURNMENT

On a motion made by Trustee Molesworth and seconded by Trustee Miller, the Board unanimously approved to adjourn the meeting at 5:22 p.m.

NEXT MEETINGS

The Board will convene a special meeting on December 8, 2022. The Board Budget Workshop is scheduled for January 11, 2023. The next regular meeting of the Board will be held on Wednesday, January 25, 2023.

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

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