

**BOARD OF TRUSTEES  
FREDERICK COMMUNITY COLLEGE**

**February 20, 2013**

**The Board of Trustees of Frederick Community College met in regular session on Wednesday, February 20, 2013 in the Chris T. Matthews Board Room (A201). In attendance: Trustees Dixie J. Miller, Chair; Marvin E. Ausherman; David F. Bufter; Nick Diaz; Donald C. Linton; and Doris J. White. Also in attendance: President Douglas D. Browning, Secretary/Treasurer of the Board; C. Paul Smith, Commissioner Liaison; Diane Morton, Recording Secretary; Shelby Carmon, Chair, Support Personnel Association; Christopher Jacobson, Chair, Administrative Staff Association; Mary Mogan-Vallon, Chair, Faculty Association; Corwin Parker, Chair, College Senate; and other members of the College staff.**

**CALL TO ORDER**

**The meeting was called to order by Board Chair Miller at 7:05 p.m. The Chair recognized the Affinity Group representatives and others present.**

**APPROVAL OF MINUTES**

**The Chair called for approval of the minutes of the January 16, 2013 regular meeting of the Board. No changes were recommended, so the Chair declared the minutes approved as presented.**

**REPORTS OF SPECIAL COMMITTEES/PUBLIC PRESENTATIONS**

**There were no items under this heading for this meeting.**

## **COLLEGE REPORTS**

**President's Monthly Report** –President Browning gave highlights from his written report, which the Board members received in their meeting packets.

**Student Outcomes Annual Report to the Board** – Dr. Bonnie Thomas, Executive Director for Strategic Planning and Institutional Effectiveness, presented this item. A complete copy of the report is available from the President's Office.

**College Highlights** – Mike Pritchard, Executive Director of Marketing and Public Relations, presented the College Highlights report. Mr. Pritchard informed the Board of recent events and activities on campus and those planned for the near future. He also reported on the recent notable accomplishments of staff and students. A complete College Highlights report is available from the Marketing and Public Relations Office.

## **BOARD REPORTS**

**Maryland Association of Community Colleges (MACC) Report** – Trustee Buffer stated that he and Trustee Ausherman attended the Trustee Workshop and Legislative Reception on January 28 in Annapolis. Issues that were raised and discussed were access, success, and State funding.

**FCC Foundation Report** – Trustee Diaz reported that the Foundation Board's quarterly meeting was held on January 31. The Board heard a presentation from Gerald Boyd on dual enrollment and it reviewed investment metrics for the endowment. A special meeting of the Foundation Board will be held on March 7 so that President Browning can review the upcoming College budget. [Note: Due to threat of snow, the special meeting was postponed until March 13.]

**ACCT Report** – No report this month.

**CTC Advisory Committee** – Board Chair Miller stated that she attended the recent meeting held February 12 at the Workforce Development office.

**Interagency Internal Audit Authority** – Trustee White reported she attended a meeting of the IIAA this morning (February 20). It was the first meeting since the director retired. Kelly Hammond is now acting director. The group is working on an audit proposal and completed several audits. They are also working with the outsourced auditing people.

### **ACTION ITEMS**

**Strategic Plan 2013-2015** – Dr. Bonnie Thomas, Executive Director of Strategic Planning and Institutional Effectiveness, presented this item. The item was brought to the Board for information at the January 16, 2013 Board meeting. Dr. Thomas recommended Board approval of the 2013-2015 Strategic Plan, as presented. Trustee Butler requested that a statement be included that the College will utilize resources effectively and efficiently. It was agreed that the appropriate place to add that Strategic Objective is under Institutional Effectiveness.

*The motion was made and seconded to approve the 2013-2015 Strategic Plan, as amended. The Board, by individual vote, unanimously approved the motion.*

Dr. Thomas stated that tactical level planning is going on now. She offered to bring that information to the Board as it becomes available.

**Award Recommendation: RFB #13-FP-04 – Construction Services for Buildings A & G Interior Renovations** – Dana McDonald, Interim Vice President for Administration, presented this item. She stated the purpose of this project is to back fill spaces in buildings A and G to take advantage of vacant space remaining following staff relocations into the

**new Enrollment Services Building (J). Bids for the project were solicited through advertisements in the Frederick News-Post and e-Maryland Marketplace from January 4-10, 2013. Bids were received from seventeen (17) responsive bidders. Out of the three lowest responsive bidders, Rockwell Construction, Inc. of Mercersburg, Pennsylvania was the lowest responsive bidder with a base bid of \$197,000 and selected Alternate #1 in the amount of \$3,160, for a total construction cost of \$200,160. Funding for this project is available from the College's Miscellaneous Renovations CIP budget. Ms. McDonald recommended Board approval to award the contract for interior renovations for Buildings A and G to the low bidder, Rockwell Construction, Inc., in the amount of \$200,160, which includes the accepted Alternate #1.**

**Trustee Miller stated that she would like to see Frederick County contractors get the College business. Ms. McDonald stated the College has a bid process that it needs to follow, so there are no guarantees as to what company will end up being the lowest bidder.**

*The motion was made and seconded to approve the award of the contract for interior renovations for Buildings A and G to the low bidder, Rockwell Construction, Inc., in the amount of \$200,160, which includes the accepted Alternate #1. The Board, by individual vote, unanimously approved the motion.*

**Trustee Ausherman asked whether the College has a facilities utilization model. President Browning stated that the College does have a system for that. Trustee Ausherman stated that he would like to see a facilities utilization report. Trustee Butfer added that the report should include information for both credit and non-credit classes.**

## **INFORMATION/DISCUSSION ITEMS**

### **Progress Report to the Middle States Commission on Higher Education – Dr.**

Bonnie Thomas, Executive Director of Strategic Planning and Institutional Effectiveness, presented this item. She stated this report represents the progress FCC has made since the Periodic Review Report (PRR) and offers significant documentation to support the Program Review and Course Level Assessment and how the results have been used to improve student learning. Dr. Thomas stated that 28 assessments have been completed and another 30 will be completed this year. As a result of the assessments, some programs have been discontinued. Assessments are now being done with non-academic programs. Dr. Thomas stated the submission deadline for this report to Middle States is April 1, 2013.

Trustees agreed that the report is excellent and shows that progress is being made.

*This item was presented for information only. No action is requested at this time. This item will be on the March 27, 2013 agenda for Board approval.*

**Policy 5.12 – Residency** – Dr. Irvin Clark, Interim Vice President for Learning Support, presented this item. He stated that language in the policy was revised in accordance with the Code of Maryland’s Regulations (COMAR) for public institutions of higher learning in the State of Maryland. The policy was vetted through the College governance process and final approval is by the Board of Trustees.

*This item was presented for information only. No action is requested at this time. This item will be on the March 27, 2013 agenda for Board approval.*

**Policy 5.13 – Tuition and Tuition Refund** – Dr. Irvin Clark, Interim Vice President for Learning Support, presented this item. He stated that language in the policy was revised in accordance with the Code of Maryland’s Regulations (COMAR) for public

**institutions of higher learning in the State of Maryland. The policy was vetted through the College governance process and final approval is by the Board of Trustees.**

*This item was presented for information only. No action is requested at this time. This item will be on the March 27, 2013 agenda for Board approval.*

#### **ADJOURNMENT TO CLOSED SESSION**

*The motion was made and seconded to adjourn to Closed Session at 8:09 p.m. The Board, by individual vote, unanimously approved the motion.*

**This action was taken in accordance with Maryland's Open Meetings Act, Section 10-508(a):**

**To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or any other personnel matter that affects one or more specific individuals.**

#### **CLOSED SESSION**

**The Board met in Closed Session to hear information about two student-related issues (one that has been assigned to the College attorney), two employee issues, staffing and program issues.**

*The motion was made and seconded to return to Open Session at 9:07 p.m. The Board, by individual vote, unanimously approved the motion.*

#### **ADJOURNMENT**

*The motion was made and seconded to adjourn immediately at 9:07 p.m. The Board, by individual vote, unanimously approved the motion.*

**NEXT MEETING**

**The next regular meeting of the Board will be held on Wednesday, March 27, 2013  
at 7:00 p.m. in the Chris T. Matthews Board Room (A201).**

**Douglas D. Browning  
Secretary/Treasurer**

**Prepared by Diane Morton  
Office of the President  
Frederick Community College  
dmm/Board/Board Minutes/Board Minutes 2013/Board Minutes02 Feb 20 2013**