

**BOARD OF TRUSTEES  
FREDERICK COMMUNITY COLLEGE**

**May 15, 2013**

**The Board of Trustees of Frederick Community College met in regular session on Wednesday, May 15, 2013 in the Chris T. Matthews Board Room (A201). In attendance: Trustees Dixie J. Miller, Chair; Debra S. Borden, Vice 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 7:10 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 April 17, 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.**

## **PRESIDENT'S MONTHLY REPORT**

President Browning gave highlights from his written report, which the Board members received in their meeting packets. Also included in the President's written report were the following: Human Resources Annual Report, CIP Construction Project Updates and Change Order Log, Monroe Center Report, Monthly Enrollment Update, and College Highlights. Trustee Bufter asked that the enrollment report include the financial impact from year to year. He also suggested refreshing the compensation package to attract candidates.

## **BOARD DISCUSSION OF STRATEGIC ISSUES/INITIATIVES**

**Monroe Center Plan** – David Croghan, Interim Vice President for Learning, and Karen Reilly, Interim Associate Vice President for Learning/Dean, Continuing Education and Workforce Development, presented this item. The Trustees received a copy of the Monroe Center Plan in their meeting packets. A copy of the Monroe Center Plan is available from the President's Office. Mr. Croghan stated the evaluation of the Monroe Center was done at the request of the Board. He stated the Monroe Center for Career Training and Workforce Development will concentrate on meeting the training and re-training needs of adults and employers within Frederick County. Next steps will include: Phase 1 – concurrent assessment of the physical facility along with the instructional programs located at the Monroe Center; and Phase 2 – development of a comprehensive Monroe Center Master Plan. Trustee Borden recommended a timetable for completing the facilities assessment and comprehensive master plan. Mr. Croghan stated he would like to get the endorsement of the Board that this is how they would like to proceed. There is idle capacity at the Center that the institution can't afford. Trustee Ausherman questioned

whether the Center will still be mainly workforce training and whether this makes sense. Mr. Croghan stated that the focus will be as an adult retraining facility, however, there are other general courses that are held at the Center. Ms. Reilly stated that in addition to the existing programs held at the Monroe Center, a central location for an industry certification testing center is under consideration to increase capacity. She added that there are specialty lab spaces at the Monroe Center that can't be relocated back on the main campus. Rich Haney, Interim Vice President for Learning Support, added that a conversation is just beginning to interface student support services to align with the Monroe Center Plan. Trustee Ausherman stated the employment demand analysis in the plan is good because it shows where College resources should go. He also suggested making the Monroe Center "exciting" to create interest in the facility. Trustee Bufter asked whether the next phase will include a financial model and an explanation of why this can't be done on the main campus. Mr. Croghan responded that it would. Trustee Linton suggested trading the Monroe Center for the Career and Technology Center.

### **ACTION ITEMS**

**2014-2015 College Calendar** – Corwin Parker, Chair of College Senate, presented this item. The item was brought to the Board for information at the April 17, 2013 Board meeting. Mr. Parker recommended Board approval of the 2014-2015 College Calendar, as presented. Trustees Ausherman asked if there is a difference between the 2014-2015 calendar and the 2013-2014 calendar. Mr. Parker stated that Jan Term starts later on the 2014-2015 calendar (January 6), so the time between the end of Jan Term and start of Spring Semester is only five (5) days. For the 2013-2014 calendar, the time between the end of Jan Term and start of Spring Semester is eleven (11) days.

*The motion was made and seconded to approve the 2014-2015 College Calendar, as presented. The Board, by individual vote, unanimously approved the motion.*

#### **INFORMATION/DISCUSSION ITEMS**

**Appointment of Board Nominating Committee** – Board Chair Miller presented this item. She stated that she is appointing herself and Trustee Diaz to be the Nominating Committee to come up with a slate of officers. The Nominating Committee will present its report at the June 19, 2013 Board meeting.

*This item was presented for information only. No action was requested.*

**FY 2014 Commercial Insurance Renewal Rates** – Dana McDonald, Interim Vice President for Administration, presented this item. She stated the College utilizes the County's Insurance Agent of Record, BB&T, to obtain quotes for its commercial insurance line. The expectation is the College will see increases in its property, general liability, auto, workers comp, and umbrella coverages. Current estimates reflect an overall 6.6%, or approximately \$12,655, increase in the College's renewal rates. She stated the final results of BB&T's analysis and recommendation for award will be ready for Board review and approval at the June 19, 2013 Board meeting. Trustee Borden asked if the increase is driven by claims over the past year. President Browning stated that most of the increase is related to the Workers Comp premium, which is driven by the payroll, as well as the claims. The property piece stayed relatively the same.

*This item was presented for information only. No action was requested.*

**FY 2014 Budget Update/Auxiliary Budgets** – President Browning and Dana McDonald presented this item. President Browning distributed a handout showing the current status of the FY 2014 budget. He stated there has been little change since the last

update. The salaries and benefits category was adjusted by \$50,000. Final budget numbers will be presented for approval in June. President Browning stated the budget includes 6.5 new faculty positions, which were priorities for the Learning Division, and 3.5 full-time faculty support positions. Other strategic initiatives that received support are the dual enrollment program, additional support for interpreters and increasing the hourly budget in the Writing Center and Tutoring Center.

Dana McDonald distributed an overview of the FY 2014 Auxiliary budgets. She stated a combined total \$350,000 indirect expense transfer comes back to the College. This expense often pulls the individual auxiliaries into the negative on their budgets, but it is a realistic charge. With the three budgets combined, the Auxiliaries barely break even. Ms. McDonald stated final budget numbers for the Auxiliaries will be presented for approval in June.

Ms. McDonald stated that at the last Board meeting, the Trustees asked to see a projection for the current fiscal year (FY 2013). She distributed the projection for the fiscal year ending June 30, 2013. She stated she is hoping this is a conservative estimate. It will be necessary to utilize some of the current budgeted surplus and one of the reasons is to cover the retirement incentive payments, which will be incurred in FY 2013.

*This item was presented for information only. No action was required.*

#### **TRUSTEE COMMENTS**

There were no Trustee comments this month.

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

*The motion was made and seconded to adjourn to Closed Session at 8:34 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):**

**(1) 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.**

**(8) To consult with staff, consultants, or other individuals about pending or potential litigation.**

**CLOSED SESSION**

**The Board met in Closed Session to discuss pending legal issues and personnel issues.**

*The motion was made and seconded to return to Open Session at 9:57 p.m. The Board, by individual vote, unanimously approved the motion.*

**ADJOURNMENT**

*The motion was made and seconded to adjourn immediately at 9:57 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, June 19, 2013 at 7:00 p.m. in the Chris T. Matthews Board Room (A201).**

**Douglas D. Browning  
Secretary/Treasurer**