

**BOARD OF TRUSTEES  
FREDERICK COMMUNITY COLLEGE**

**January 15, 2014**

The Board of Trustees of Frederick Community College met in regular session on Wednesday, January 15, 2014 in the Chris T. Matthews Board Room (A201). In attendance: Trustees Debra S. Borden, Chair; David F. Bufter, Vice Chair; Nick Diaz; Gary V. Fearnow; Doris J. White; Myrna R. Whitworth; and Roger A. Wilson. Also in attendance: President Douglas D. Browning, Secretary/Treasurer of the Board; Mia DiClaudio, Recording Secretary; Shelby Carmon, Chair, Support Personnel Association; Rodney Bennett, Administrative Staff Association; Mary Mogan-Vallon, Chair, Faculty Association; Corwin Parker, Chair, College Senate; Kavonte Duckett, President, Student Government Association, and other members of the College staff.

**CALL TO ORDER**

The meeting was called to order by Board Chair Debra Borden at 7:08p.m. The Chair recognized the Affinity Group representatives and others present.

**APPROVAL OF MINUTES**

The Chair called for approval of the minutes of the November 20, 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**

NONE

## **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: CIP Construction Project Updates and Change Order Log, Monroe Center Report, Monthly Enrollment Update, and College Highlights. He pointed out the dates of a number of upcoming college events.

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

**Launching the Middle States Accreditation Process – Dr. Ken Kerr and Jacob Ashby** presented this item. A video marketing/educational piece, intended to serve as a work group recruiting tool, explained the accreditation process and the anticipated two year self study process, in preparation for accreditation peer review in 2016. This is an institutional priority over the next two years. There exists an employee Steering Committee who will designate 8 work groups comprised of employee volunteers for an estimated total of two hundred total employees participating in the effort. It was agreed that the designation of a Trustee Liaison to the Steering Committee would be an action item on the Board of Trustees February 19, 2014 regular meeting agenda.

## **ACTION ITEMS**

**Policy 1.19 Board of Trustees Open Meetings Act Policy – Debra Borden, Chair,** presented this item.

*The motion was made and seconded to approve Policy 1.19, as presented. The Board, by individual vote, unanimously approved the motion.*

**Policy 1.20 Board of Trustees Public Information Act Policy** – Debra Borden, Chair, presented this item.

*The motion was made and seconded to approve Policy 1.20, as presented. The Board, by individual vote, unanimously approved the motion.*

**Procedure 1.20 Board of Trustees Public Information Act Procedure** – Debra Borden, Chair, presented this item.

*The motion was made and seconded to approve Procedure 1.20, as presented. The Board, by individual vote, unanimously approved the motion*

**Award Recommendation : Design Services RFP# 14-FP-04** – Dana McDonald, Interim Vice President of Administration, presented this item. The county procurement office assisted with obtaining the information. An explanation was offered regarding the scoring (70/30 as a standard) methodology which was applied to scoring the firms that submitted RFP's. The proposed design firm, Ayers Saint Gross, has previously done acceptable work for the college. Funding for the project would come from the CIP fund.

*The motion was made and seconded to approve the contract for services with Ayers Saint Gross, as presented. The Board, by individual vote, unanimously approved the motion*

**Nominations for Emeritus Status for 2013** – Doug Browning, President, presented this item. He stated four individuals are being recommended for Emeritus Status for 2013. The Faculty Association nominated Joe Campbell, Betty Holton, and Paula Lindsay. The Administrative Staff Association nominated Kathy Frawley. President Browning recommended Board approval of the 2013 Emeritus Status nominations, as presented.

*The motion was made and seconded to approve the 2013 Emeritus Status nominations, as presented. The Board, by individual vote, unanimously approved the motion.*

## **INFORMATION/DISCUSSION ITEMS**

**Alternative Revenue Option: Baseball Field Turf Proposal** – President Browning and Rodney Bennett, Interim Athletic Director, presented this item. The proposal is for installation of artificial turf on the infield portion of the baseball field and was accompanied by an estimate of potential revenue generation for the college. There was further discussion of the potential benefits to the local business community as a result of increased tourism from out of area teams renting the field. Other areas to potentially realize a positive impact are enrollment and dining services. President Browning noted how the proposal aligns with the college’s strategic goals in Entrepreneurial Resource Development.

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

**MOU Between FCC and C.A.L.M.** – President Browning presented this item. He noted that there have been discussions with CALM and space has been identified. He cited the opportunities for work study, training sessions, services, and potential for further curriculum development as being potential benefits to the agreement. Space in “G” building has been identified. A five year agreement is proposed with this non-profit organization which employs two full time staff and a number of volunteers.

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

**Quarterly Financial Report – Period Ending 12/31/13** – Dana McDonald, Interim Vice President of Administration, presented this item and noted that the State has provided information about the funding they intend to provide.

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

**Single Audit Report – Period Ending 6/30/13 – Angie Ludeman, Interim Associate Vice President, Fiscal Services, presented this item. The discrepancy in the national student loan database (due to a third party servicer error) did not negatively impact our students. Auditors removed the finding from our record after examining and determining that FCC met every requirement that is set forth. A number of community colleges in this area experienced this problem. A survey of community college peers would get information about other providers if we choose to use a different third party servicer. Trustee Buffer requested information as to the cause of the problem and what measures have been put in place to stop it from happening again. Laura Mears, Associate Vice President of Enrollment Management, explained that it was an error in the timing of the transfer of data by the third party. The process will now be to report the data to the third party monthly and to research potential alternatives to the current provider, while obtaining the information about what actions are being taken by the current provider to eliminate the potential for their error in the future.**

*This item was presented for information only.*

**TRUSTEE COMMENTS –**

**The trustees agreed that the pocket fact card, produced by Mike Pritchard’s team, was very nice and captured exactly what the Board had requested.**

**ADJOURNMENT TO CLOSED SESSION**

*The motion was made and seconded to adjourn to Closed Session at 8:23 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;**

- (i) The appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or**
- (ii) Any other personnel matter that affects one or more specific individuals.**

**CLOSED SESSION**

**In attendance: Trustees Debra S. Borden, Chair; David F. Bufter, Vice Chair; Nick Diaz; Gary V. Fearnow; Doris J. White; Myrna R. Whitworth; and Roger A. Wilson. Also in attendance: President Douglas D. Browning, Secretary/Treasurer of the Board, Dana McDonald, Interim Vice President of Administration, Donald Francis, Associate Vice President of Human Resources, Dr. Wayne Barbour, Vice President for Learning Support, and Mia DiClaudio, Recording Secretary.**

**The Board met in Closed Session to discuss the following items:**

- 1) Status of pending lawsuit filed by two former FCC employees**
- 2) The investigation of a recent personnel issue**
- 3) Potential internal procedural changes**
- 4) The performance evaluation of an employee**

***The motion was made and seconded to return to Open Session at 9:46 p.m. The Board, by individual vote, unanimously approved the motion.***

## **ADJOURNMENT**

*The motion was made and seconded to adjourn immediately at 9:47 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, February 19, 2014 at 7:00 p.m. in the Chris T. Matthews Board Room (A201).**

**Douglas D. Browning  
Secretary/Treasurer**

**Prepared by Mia L. DiClaudio  
Office of the President  
Frederick Community College**  
dmm/Board/Board Minutes/Board Minutes 2014/Board Minutes01 January 15, 2014